



# Agenda Attachments

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JUNE 2026

- ATTACHMENT 7.1.1 - COUNCIL MINUTES – 19 MAY 2026**
- ATTACHMENT 7.2.1 - CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES – 9 JUNE 2026 (CONFIDENTIAL ATTACHMENT TO BE TABLED)**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – MAY 2026**
- ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT MAY 2026**
- ATTACHMENT 8.2.1 - 2025/2026 BUDGET AMENDMENTS**
- ATTACHMENT 8.2.2 - DELEGATION REGISTER REVIEW**
- ATTACHMENT 8.2.3 - COMBINED POLICIES**
- ATTACHMENT 8.2.4 - COUNCIL PLAN 2025 – 2035 REVIEW**
- ATTACHMENT 8.2.5.1 - CITY OF KALAMUNDA MEMORANDUM OF UNDERSTANDING**
- ATTACHMENT 8.2.5.2 - SHIRE OF NARROGIN MEMORANDUM OF UNDERSTANDING**
- ATTACHMENT 8.2.6 - ROETOURISM MEMORANDUM OF UNDERSTANDING**
- ATTACHMENT 8.2.7.1 - DEPARTMENT OF TRANSPORT LICENSING SERVICES AGREEMENT (CONFIDENTIAL)**
- ATTACHMENT 8.2.7.2 - DEPARTMENT OF TRANSPORT NON-ROAD LAW FUNCTIONS AGREEMENT (CONFIDENTIAL)**
- ATTACHMENT 8.2.8.1 - CBH DEVELOPMENT APPLICATION – 70 CORRIGIN SOUTH ROAD**
- ATTACHMENT 8.2.8.2 - CBH DEVELOPMENT APPLICATION – COMMUNITY COMMENT**
- ATTACHMENT 8.2.8.3 - CBH DEVELOPMENT APPLICATION – ELECTRICAL ENGINEERING & WESTERN POWER ADVICE**
- ATTACHMENT 8.2.9 - CENTRAL AGCARE HISTORICAL CORRESPONDENCE & MINUTES**
- ATTACHMENT 8.2.10.1 – DAIP 2025/2026 IMPLEMENTATION PLAN PROGRESS REPORT**
- ATTACHMENT 8.2.10.2 – DRAFT DAIP 2026/2027 IMPLEMENTATION PLAN**
- ATTACHMENT 8.2.11 - CEO PERFORMANCE REVIEW SUMMARY REPORT (CONFIDENTIAL ATTACHMENT TO BE TABLED)**



# MINUTES

ORDINARY COUNCIL MEETING

19 May 2026

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 19 May 2026 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

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**1 DECLARATION OF OPENING**

The President Cr. S Jacobs opened the meeting at 4:02pm and acknowledged the Noongar people as the traditional custodians of the land and paid respects to 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 were advised that the Council meeting was being recorded for future publication.

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

Shire President  
Deputy President

Cr. S L Jacobs  
Cr. M R Leach  
Cr. D L Hickey  
Cr. M B Dickinson  
Cr. H V Talbot  
Cr. D L Smith  
Cr. W T E Dyer

Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Support Officer

N A Manton  
M T Henry  
J M Filinski

One member of the public

**3 DECLARATIONS OF INTEREST**

Cr. Talbot declared an impartiality interest in item 8.2.1 as she submitted an application for funding toward the 103<sup>rd</sup> Corrigin Agricultural Show on behalf of the Corrigin Ag Society in her capacity as a committee member.

Cr. Dickinson declared a financial interest in item 8.2.3 Corrigin Dog Cemetery Fee Discount as he is to be considered for a discount in fees for a dog burial.

**4 PUBLIC QUESTION TIME**

NIL

**5 MEMORIALS**

The Shire has been notified the Mr. Bill Muntz and Mr. Colin Rogers have passed away since the last Council Meeting.

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

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 21 April 2026 (Attachment 7.1.1).

#### **COUNCIL RESOLUTION**

**33/2026 Moved: Cr. Hickey                      Seconded: Cr. Leach**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 April 2026 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot  
Against: Nil*

### **7.2 COMMITTEE MEETINGS**

#### **7.2.1 EDNA STEVENSON COMMITTEE MEETING**

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 11 May 2026 (Attachment 7.2.1).

#### **COUNCIL RESOLUTION**

**34/2026 Moved: Cr. Dickinson                      Seconded: Cr. Talbot**

*That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 11 May 2026 (Attachment 7.2.1).*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot  
Against: Nil*

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE**

Minutes of the Local Emergency Management Committee meeting held on Monday 11 May 2026 (Attachment 7.2.2).

#### **COUNCIL RESOLUTION**

**35/2026 Moved: Cr. Leach                      Seconded: Cr. Smith**

*That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 11 May 2026 (Attachment 7.2.2).*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot  
Against: Nil*

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	12/05/2026
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 – April 2026

#### 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 April 2026.

#### 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 3.1 – Purchasing Policy  
Policy 3.14 - 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**

**36/2026 Moved: Cr. Hickey**

**Seconded: Cr. Leach**

*That Council receives the list of accounts paid during the month of April 2026 as per the attached Schedule of Payment, and as summarised below:*

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

EFT Payments	EFT22529 – EFT22619	\$492,723.59
Direct Debit Payments		\$95,571.18
EFT Payroll Payments		\$227,502.97
<b>Total Municipal Account Payments</b>		<b>\$815,797.74</b>

**Trust Account**

EFT Payments	EFT22528 – EFT22600	\$18,113.80
<b>Total Trust Account Payments</b>		<b>\$18,113.80</b>

**Licensing Trust Account**

Direct Debit Payments		\$88,186.25
<b>Total Licensing Trust Account Payments</b>		<b>\$88,186.25</b>

**Total of all Accounts**

**\$922,097.79**

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Nil*

## 8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/05/2026
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 30 April 2026

### SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 2026.

### 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 30 April 2026.

#### Key Points

- April result is above budget, with a strong year to date surplus.
- Cash position remains steady at \$8.63 million.
- Capital spend is at 48%, with projects progressing toward year end.
- Rates collection remains high at 99%.
- Receivables are mostly current, with no concerns around recovery.

#### Detailed Explanation

Item	Reference
<p><b>Cash at Bank</b>                      The total cash as at 30 April 2026 was \$8,629,693.                      This is made up of \$1,525,002 in municipal funds (Municipal Bank Account and various till floats), \$2,837,236 in short term investments, and \$4,267,455 in reserve funds.                      This is down from \$9,318,429 in March, mainly due to the timing of capital expenditure and payments made during the month. The Shire's overall cash position remains solid, with sufficient funds available to meet operational and capital commitments.</p>	<p>Page 10 – Cash and Financial Assets                      Page 11 – Reserve Accounts</p>

Item	Reference
<p><b>Capital Acquisitions</b> The capital budget is about 48% spent at 30 April 2026, which mainly comes down to timing. While we are getting toward the end of the financial year, a number of projects are still being finalised, and spending will continue to come through as works are completed and invoices received. Some projects, including works at CREC and a couple of plant purchases, are likely to carry over into the 2026/27 budget, however the majority of road projects are expected to be completed by 30 June.</p>	<p>Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets</p>
<p><b>Receivables</b> Rates outstanding are \$32,141, with 99% collected for the year, which is slightly up from 98.9% at the same time last year and reflects a very strong collection rate. Current receivables are \$186,817, with around \$184,343 still within current terms, including \$144,680 owing from Main Roads for road project grants. Only a small amount (around \$1,678) is outstanding over 90 days, and at this time there are no concerns around collecting these amounts.</p>	<p>Page 15 – Receivables</p>
<p><b>Closing Funding Surplus/(Deficit)</b> Year to date (YTD) actual closing balance is \$4,515,043, which is composed of \$9,101,260 current assets less \$602,256 current liabilities less \$3,983,961 adjustments to net current assets. This is above budget at this point in time, mainly reflecting the timing of capital expenditure and lower operating costs.</p>	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

The April financial position remains strong, with a year-to-date surplus of \$4.52 million, which is above budget primarily due to timing differences in capital expenditure and favourable operating variances. Operating costs continue to be below budget, largely as a result of vacancies and delays in materials and contract works, while additional revenue has been received from land sales and grants. Capital projects are progressing, and expenditure is expected to increase as works are completed and invoiced. Overall, the Shire remains in a sound financial position with strong cash reserves and high rates collection.

Further information on the April 2026 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**

**37/2026 Moved: Cr. Hickey**

**Seconded: Cr. Dickinson**

*That Council accepts the Statement of Financial Activity for the month ending 30 April 2026 as presented, along with notes of any material variances.*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Nil*

UNCONFIRMED

## 8.2 GOVERNANCE AND COMPLIANCE

Cr. Talbot declared an Impartiality interest in item 8.2.1 – Community Assistance Program 2026/2027 and confirmed she can make a decision in an unbiased manner.

### 8.2.1 COMMUNITY ASSISTANCE PROGRAM 2026/2027

Applicant:	Shire of Corrigin
Date:	04/05/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.1 - 2026/2027 Community Assistance Program Applications

#### SUMMARY

Council is requested to consider the applications received under the 2026/2027 Community Assistance Program and determine funding allocations to inform preparation of the 2026/2027 Annual Budget.

#### BACKGROUND

The Shire of Corrigin's Community Assistance Program (CAP) provides financial and non-financial support to local not-for-profit organisations and community groups to assist with the delivery of events, projects, sponsorships and community initiatives.

Council has adopted the Community Assistance Program Policy (Policy 3.9), which outlines the program objectives, funding categories, maximum funding amounts and eligibility criteria. The policy supports initiatives that deliver community benefit and align with the Shire of Corrigin Council Plan 2025–2035.

The 2026/2027 CAP was advertised during February and March 2026 through the Shire website, social media and direct engagement with community groups.

A total of six (6) applications were received, with a combined funding request of \$27,075.

Council considered the applications at a Budget Workshop held on 28 April 2026, with feedback from that session informing the recommendations outlined in this report.

#### Funding Overview

Council traditionally allocates funding across three categories:

- Community Donations: \$5,000 total (maximum \$500 per application)
- Community Grants: \$15,000 total (maximum \$5,000 per application)
- Significant Event Sponsorship / Assistance: \$15,000 total (maximum \$10,000 per application)

In addition to financial contributions, Council may also provide in-kind support such as facility hire, equipment use, staff assistance or fee waivers.

All applications have been assessed in accordance with Policy 3.9 and the Community Assistance Program Guidelines, including consideration of community benefit, demonstrated need, alignment with strategic priorities and organisational capacity.

#### Community Donations

Two (2) applications were received, totalling \$714.50.

**Corrigin Historical Society Inc**

- Request: \$500 for a museum volunteer road trip
- Officer Comment: Council previously discussed providing in-kind support rather than a cash contribution.
- Recommendation: Waive community bus hire fees to a maximum value of \$500, with all fuel and associated costs to be met by the group.

**Corrigin District High School P&C**

- Request: \$214.50 for Containers for Change collection bins
- Recommendation: Approve \$214.50 as requested.

**Community Grants**

Three (3) applications were received, totalling \$16,500.

**Corrigin Historical Society Inc**

- Request: \$5,000 for kitchen upgrades at the Pioneer Museum
- Recommendation: Approve \$5,000 as requested.

**Corrigin Community Shed Inc**

- Request: \$10,000 for safety upgrades and equipment
- Officer Comment: Request exceeds policy limit.
- Recommendation: Approve \$5,000 (maximum allowable under policy).

**Corrigin P&C – Corrigin Triathlon Committee**

- Request: \$1,500 for traffic management
- Recommendation: Approve waiver of fees for the provision of Shire staff.

**Significant Event Sponsorship**

One (1) application was received, totalling \$9,880.

**Corrigin Agricultural Society Inc**

- Request: \$9,880 for the 103rd Corrigin Agricultural Show
- Recommendation: Approve \$9,880 as requested.

**COMMENT**

The Community Assistance Program continues to play an important role in supporting local organisations to deliver initiatives that strengthen community engagement, volunteerism and participation.

The applications received for 2026/2027 demonstrate strong alignment with Council's strategic objectives, particularly in relation to supporting community events, enhancing local facilities and building organisational capacity.

Recommendations presented reflect Council's discussions at the April 2026 Budget Workshop and ensure compliance with Policy 3.9, particularly in relation to funding limits and equitable distribution of available funds.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

Policy 3.9 Community Assistance Program

**FINANCIAL IMPLICATIONS**

As per the program guidelines and policy 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	Maximum contribution of \$500 per application
Community Grants	\$15,000	Maximum contribution of \$5,000 per application
Significant Events	\$15,000	Maximum contribution of \$10,000 per application

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025–2035

**Objective: Community**

**Desired Outcome: Inclusive, healthy and resilient community**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3	High standard of community and recreation activities and facilities	1.3.4	Work with local clubs to coordinate investment into sport and recreation facility and equipment upgrades.
		1.3.6	Promote and deliver the Shire's Community Grant Scheme.

**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	4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**38/2026 Moved: Cr. Leach**

**Seconded: Cr. Hickey**

*That Council:*

1. *Receives the applications submitted under the 2026/2027 Community Assistance Program;*
2. *Approves funding and in-kind support as follows, subject to final budget adoption:*
  - a. **Community Donations**
    - i. *Corrigin Historical Society Inc – Waiver of community bus hire fees up to \$500*
    - ii. *Corrigin District High School P&C – \$214.50*
  - b. **Community Grants**
    - i. *Corrigin Historical Society Inc – \$5,000*
    - ii. *Corrigin Community Shed Inc – \$5,000*
    - iii. *Corrigin P&C (Triathlon) – Waiver of hire of traffic management up to \$1,500.*
  - c. **Significant Event Sponsorship**
    - i. *Corrigin Agricultural Society Inc – \$9,880*
3. *Notes that all approvals are subject to inclusion in, and adoption of, the 2026/2027 Annual Budget;*
4. *Allocates a nominal amount of \$5,000 in the 2026/2027 Budget for small Community Donations/Grant to allow for eligible requests received during the financial year.*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot*  
*Against: Nil*

## 8.2.2 BUSINESS ASSISTANCE GRANT

Applicant:	Shire of Corrigin
Date:	14/05/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 – Business Assistance Grant Application

### SUMMARY

Council is requested to consider an application from Wilcarra Pty Ltd under the 2025/26 Business Assistance Grant Program, Crime Prevention priority area, following Council's decision not to approve the application under the CCTV Subsidy Partnership Program.

### BACKGROUND

As part of deliberations on the 2025/26 Annual Budget, Council endorsed the allocation of funding for a Business Assistance Grant Program to support local businesses undertaking projects that improve presentation, enhance streetscape appeal, support community safety, and contribute to economic development within the Shire of Corrigin.

The Business Assistance Grant Program includes a Crime Prevention priority area, which provides funding to support community safety enhancement projects or programs, such as CCTV installation. This priority area focuses on creating a safer and more secure environment by prioritising prevention, supporting public law enforcement, and fostering a strong and resilient community. Applications under this category are required to demonstrate that CCTV footage will be available to Police when requested.

At the April 2026 Ordinary Council Meeting, Council considered an application from Wilcarra Pty Ltd under the CCTV Subsidy Partnership Program but resolved not to approve the application, as it did not meet the specific requirement of that program for cameras to be located in public-facing areas.

The application has since been reviewed by officers and is being brought back to Council for consideration under the Business Assistance Grant Program, Crime Prevention priority area, which more appropriately reflects the intent and scope of the proposal.

#### *Funding Overview*

Wilcarra Pty Ltd operates a long-standing local business within the Shire of Corrigin, including fuel and workshop facilities that are regularly accessed by members of the public and affected by highway diversions.

The applicant seeks funding of \$500 (ex GST) to assist with the installation of additional security cameras around fuel bowsers and workshop areas on their property. The applicant has experienced previous thefts and unauthorised access, particularly during periods when the highway is closed and traffic is diverted through the area.

The proposed CCTV installation is intended to deter crime, improve site security, and support broader community safety outcomes. The applicant has indicated that footage from the system will be available to WA Police upon request.

The total project cost exceeds the amount requested, with Wilcarra Pty Ltd contributing the balance of costs.

**COMMENT**

The Business Assistance Grant Program allows eligible local businesses to apply for funding of up to \$2,000 per application, subject to budget availability. Funding may be provided for projects that align with one of the program's priority areas, including Crime Prevention.

The Crime Prevention priority area supports projects that enhance community safety, deter criminal activity, and strengthen collaboration with law enforcement agencies. This includes CCTV installations where footage can be made available to Police.

While the Wilcarra Pty Ltd application did not meet the specific public-facing location requirements of the CCTV Subsidy Partnership Program, the proposal is considered to align with the broader objectives and intent of the Business Assistance Grant Program under the Crime Prevention priority area.

The application has been assessed against the Business Assistance Grant eligibility and assessment criteria and is considered to:

- be submitted by an eligible local business;
- address a demonstrated need relating to property security and crime deterrence;
- contribute to community safety outcomes;
- support collaboration with WA Police through the availability of CCTV footage; and
- represent value for money, with the applicant contributing to the overall project cost.

Based on the assessment undertaken, the application is considered to meet the eligibility and assessment criteria of the Business Assistance Grant Program under the Crime Prevention priority area. Approval of funding for \$500 (ex GST) is supported.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Council has allocated a total budget of \$20,000 in the 2025/26 financial year for the Business Assistance Grant Program. Approval of funding of \$500 (ex GST) for this application can be accommodated within the adopted budget.

**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
1.2	Safe, accessible and inviting public places and facilities	1.2.2	Investigate opportunities/ initiatives to collaborate with local businesses and community groups to enhance CCTV and lighting.
1.3	High standard of community and recreational activities and facilities	1.3.6	Promote and deliver the Shire's Community Grant Scheme

This proposal supports Council's strategic objective of fostering a safe, resilient and connected community by supporting initiatives that deter crime and enhance community safety.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Receives the application submitted by Wilcarra Pty Ltd;*
2. *Approves the allocation of \$500 (ex GST) to Wilcarra Pty Ltd under the 2025/26 Business Assistance Grant Program – Crime Prevention priority area, for the installation of CCTV at the Wilcarra premises; and*
3. *Notes that:*
  - a. *the grant is provided on a reimbursement basis only;*
  - b. *payment will be made following completion of the works and submission of a completed Acquittal Form, proof of expenditure, and supporting documentation; and*
  - c. *the applicant must make CCTV footage available to WA Police upon request.*

**COUNCIL RESOLUTION**

**39/2026 Moved: Cr. Talbot**

**Seconded: Cr. Dyer**

*That Council:*

1. *Receives the application submitted by Wilcarra Pty Ltd;*
2. *Does not approve the allocation of \$500 (ex GST) to Wilcarra Pty Ltd under the 2025/26 Business Assistance Grant Program – Crime Prevention priority area, for the installation of CCTV at the Wilcarra premises.*

**Carried 6/1**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Cr. Dickinson*

The resolution differed from the Officer's recommendation. The reason for the alternative motion was that the application was not considered eligible for the grant as it was a normal operational expense and not a new initiative as outlined in the grant guidelines.

Cr Dickinson declared a financial interest in item 8.2.3 – Corrigin Dog Cemetery Fee Discount and left the room – 4:18pm

### 8.2.3 CORRIGIN DOG CEMETERY FEE DISCOUNT

<b>Applicant:</b>	Matthew Dickinson
<b>Date:</b>	13/05/2026
<b>Reporting Officer:</b>	Natalie Manton, Chief Executive Officer
<b>Disclosure of Interest:</b>	NIL
<b>File Ref:</b>	PR.0025
<b>Attachment Ref:</b>	NIL

#### SUMMARY

Council is requested to consider the application of the Corrigin Dog Cemetery burial fee in relation to a recent unauthorised burial.

#### BACKGROUND

The Corrigin Dog Cemetery was established in 1974 and has developed into a valued community and tourism asset. The cemetery holds significant emotional and heritage value for the community.

Council endorsed a Memorandum of Understanding (MOU) with the landholder endorsed in 2019 and 2024 confirm that the Shire of Corrigin is responsible for:

- Digging of appropriate sized graves and burial of dog remains.
- Placement of headstones and plaques as required.
- Fencing of the area if required.
- Landscaping of the area, including tree and plant removal or planting.
- Maintenance of trees or other plant matter so not to cause damage or overhang fence lines and gateways.
- Invasive weed control.
- Rubbish removal and provision of appropriate bin placements.
- Provision of signage and other control measures.
- Ensure vehicle access remains unhindered through to the Landowners property, and to the remainder of the Jose Road reserve.
- Other activities considered a normal part of the management of a pet cemetery as a tourist attraction.

Following the signing of the MOU all burials were required to be arranged through the Shire. This requirement was supported by new signage at the dog cemetery and advertising in the shire newsletter and Windmill News.

Since 2018 the following fees have been adopted by Council as part of the budget adoption process:

- \$250 for weekday burials;
- \$500 for weekend, public holiday or after-hours burials.

The fees were introduced to recover costs associated with shire staff time, plant and equipment, materials and to ensure appropriate management of the cemetery.

Approximately 18 months ago, a local resident undertook a burial at the Corrigin Dog Cemetery on a weekend without contacting the Shire and without the use of Shire labour or equipment. Mr Dickinson excavated the grave himself and completed the associated slab and monument works. Over the past 10 years this work has been undertaken by the Shire and individuals are not permitted to carry out burials independently.

As a result, there was no record of the burial held by the Shire at the time. The Shire became aware of the burial recently when staff attended the cemetery to prepare a plot for an approved burial and identified that the location had already been used. Staff subsequently contacted the customer to advise that the originally allocated plot was not available, and an alternative location would be required. The customer accepted this change and the burial proceeded without further issue.

As the adopted fee structure does not provide for alternative charging where no Shire resources are used, the standard \$250 burial fee was applied. All other burials since 2018, including those where individuals have supplied their own monuments, have been undertaken through the Shire and have been subject to the full fee.

The current fee structure and process have been in place for approximately eight years and there has been a high level of community acceptance and compliance. Since the new section was opened in 2018 there have been 32 burials with all customers paying the standard fee of \$250. One owner supplied their own monument, and one plot did not have a burial, and the slab and monument were installed by the Shire.

Of the burials in the new section 56.25% were local Corrigin residents and 43.75% were non-local residents.

#### **COMMENT**

The current fee structure and management arrangements for the Corrigin Dog Cemetery have been in place since 2018 and have operated effectively. Compliance with the requirement to contact the Shire prior to burial has been high, enabling consistent cost recovery and supporting the orderly management of a finite community asset. The absence of complaints since implementation indicates general community acceptance of both the process and associated fees.

There is currently no formal distinction between authorised and unauthorised burials within the fee structure. The current fee does not include a description of what is included although the shire administration has taken it to include access to the cemetery, shire labour, plant and equipment, materials. Since 2018 the shire has approved and completed all the 32 burials and the standard fee of \$250 has been paid.

The Shire has legislative responsibilities under the *Local Government Act 1995* and *Public Health Act 2016* to manage public land appropriately, mitigate risks, and ensure safe and environmentally responsible practices. The current controlled approach to burials supports these obligations by maintaining oversight of burial locations, standards, and site use. It also reduces reputational risks from inconsistent enforcement or perceived mismanagement of a key tourism asset.

The cemetery also contributes to broader strategic objectives, including community wellbeing, tourism, and responsible asset management. The user-pays fee structure supports financial sustainability and ensures that costs associated with service delivery are not borne solely by ratepayers.

The requirement to contact the Shire is advertised on the sign at the cemetery and was included in the shire newsletter and Windmill News in 2018 but has not been reinforced regularly through multiple channels such as shire website, social media, public notice boards, brochures, dog registration correspondence.

This case appears to be a misunderstanding of the standard process rather than broader community concern and is considered an isolated incident. It has highlighted the potential for misunderstanding and the need for clearly documented and communicate the fee structure, guidelines and procedures.

Requiring payment supports fairness, consistency, and good governance whereas waiving the fee may:

- create inconsistency in the application of Council’s adopted fees;
- establish a precedent for future non-compliance; and
- be perceived as inequitable particularly as the individual involved is a Councillor.

This matter is presented for Council to determine whether the standard fee should apply in this instance or be waived or reduced based on the individual circumstances.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Delegation 1.2.17 Defer, Grant Discounts, Waive or Write Off Debts does not include authority to reduce waive or reduce fees in this situation.*

*Public Health Act 2016*

*The Shire is responsible for the management of public land and ensuring that activities undertaken on that land do not create health, safety or environmental risks.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Fees and charges for burials at the dog cemetery are set annually as part of the budget process and are intended to recover costs associated with labour, materials, plant and equipment. No direct costs were incurred by the Shire in this instance

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership**

**Desired Outcome: Strong governance and leadership**

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**40/2026 Moved: Cr. Dyer**

**Seconded: Cr. Leach**

*That Council:*

- 1. Confirms the requirement that all burials at the Corrigin Dog Cemetery are to be approved and arranged through the Shire of Corrigin in accordance with the Memorandum of Understanding and established practice.*
- 2. Confirms that payment of the \$250 fee for the unauthorised burial is required to maintain consistency and equity with all other customers since 2018 when the fee was introduced;*
- 3. Review the existing Corrigin Dog Cemetery fee structure as part of the 2026/27 budget process.*
- 4. Requests the Chief Executive Officer prepare and publish clear guidelines and update public information relating to the Corrigin Dog Cemetery to ensure the process and fee inclusions are clearly communicated.*

**Carried 6/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Nil*

Cr. Dickinson re-entered the room at 4:21pm

UNCONFIRMED

## 8.2.4 DRAFT POLICY CORRIGIN DOG CEMETERY

<b>Applicant:</b>	Shire of Corrigin
<b>Date:</b>	13/05/2026
<b>Reporting Officer:</b>	Natalie Manton, Chief Executive Officer
<b>Disclosure of Interest:</b>	NIL
<b>File Ref:</b>	PR.0025
<b>Attachment Ref:</b>	Attachment 8.2.4 - Draft Dog Cemetery Management and Burial Policy and Guidelines

### SUMMARY

Council is asked to consider adopting the Corrigin Dog Cemetery – Management and Burial Policy to provide clear, practical and consistent guidelines for the management, operation and use of the Corrigin Dog Cemetery.

### BACKGROUND

The Corrigin Dog Cemetery was established in 1974 and has developed into a significant local landmark reflecting the strong relationship between community members and their dogs. Over time, the cemetery has expanded and is now managed by the Shire of Corrigin. The Shire has continued to maintain the site and has formalised arrangements for its ongoing use and expansion through agreement with the adjoining landowner.

The cemetery has grown in popularity as both a community space and a tourism attraction, however there are currently limited formal guidelines outlining requirements for burials, memorials, maintenance and site usage. The development of a formal policy is intended to provide clarity for staff, residents and visitors and to support consistent and sustainable management of the site.

The draft policy establishes requirements for burial processes, grave allocation, memorial installation, maintenance responsibilities and site management to ensure the cemetery remains a respectful, safe and sustainable community and tourism asset.

### COMMENT

The proposed policy provides a clear framework for the management of the Corrigin Dog Cemetery, addressing key areas including eligibility for burial, application and approval processes, grave allocation, fees and charges, memorial requirements, maintenance responsibilities and visitor conduct. The policy ensures that all burial activities are overseen by the Shire to maintain safety and consistency, including requiring the Shire to undertake excavation of graves and manage the layout to maximise long-term capacity.

The policy recognises the unique character of the cemetery, particularly the individually decorated graves, while introducing reasonable limits to ensure safety, environmental protection and accessibility. The policy also confirms that the cemetery is for dogs only, provides guidance on the placement of ashes, and outlines clear expectations for pet owners in maintaining gravesites.

Adoption of the policy will improve communication with the community, reduce risk to the Shire by ensuring appropriate controls are in place, and support the long-term development of the cemetery as a valued community and tourism asset.

The policy reduces operational, safety and reputational risks by ensuring that all burial works are approved by the Shire, establishing clear limits on memorial installations, and maintaining appropriate site management practices.

A corresponding set of guidelines will ensure that the cemetery's character can continue to be shaped by personal and meaningful tributes and a diversity of styles reflecting the strong connection between people and their pets. The draft guidelines encourage pet owners to create

thoughtful, colourful and unique memorials that reflect the personality, role and memories of each dog.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Adoption of this policy will introduce a new Council Policy under the Community Services and Facilities category of the Shire of Corrigin Policy Register.

- 1.1 Communications Policy
- 6.13 Social Media and Communication Policy
- 7.1 Community Engagement Policy

**FINANCIAL IMPLICATIONS**

Fees and charges for burials at the dog cemetery are set annually as part of the budget process.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

**Objective: Civic Leadership**

**Desired Outcome: Strong governance and leadership**

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**41/2026 Moved: Cr. Talbot**

**Seconded: Cr. Hickey**

*That Council:*

1. *Endorse the draft Corrigin Dog Cemetery Management and Burial Policy and Guidelines as presented in attachment 8.2.4 for public advertising.*
2. *Request the Chief Executive Officer to consider submissions and present a final Corrigin Dog Cemetery Management and Burial Policy and Guidelines for Council consideration.*
3. *If no submissions are received authorise the Chief Executive Officer to finalise, implement and administer the policy.*

**Carried 7/0**

*For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Nil*

## 8.3 WORKS AND SERVICES

### 8.3.1 PERFORMANCE BASED STANDARDS VEHICLE ACCESS

Applicant:	Red River Nominees
Date:	14/05/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for Boyd Street to be added to the Performance Based Standards (PBS) Tri Drive Quad Axle Network PBSTDQ3.3.

#### BACKGROUND

Main Roads Heavy Vehicle Services (HVS) has received an application to add the following road(s), within the Shire of Corrigin, onto the Performance Based Standards (PBS) Tri Drive Quad Axle Network PBSTDQ3.3.

The applicant has requested access for a 32.615 metre A double road train from Brookton Highway to the Liberty Fuel Depot on Boyd Street at Straight Line Kilometre (SLK) 0.495 as summarised in the table below.

Road Name	Road Number	Start Point	Start SLK	End Point	End SLK	Access Currently Approved	Support Required
Boyd St	4040147	Brookton Highway	0.00	Boyd Street Liberty Fuel Depot	0.50	Partial access Tandem Drive Network 7 up to 36.5m metres in length. AMMS Level 1 mass limits	PBS Q3.3 36.5m GCM 116 tonne quad axle

The applicant seeks access for a specific PBS “Super Pocket” road train to operate on a defined freight task. The vehicle has an overall length of approximately 32.7 m, which is greater than a standard 27.5 m pocket road train. The increased length is primarily due to compliance with PBS minimum axle spacing requirements, designed to improve load distribution and reduce pavement stress, rather than to increase payload capacity.

The configuration incorporates higher axle groupings (including quad-axle groups), which require additional spacing to meet PBS standards. The vehicle achieves lower per-axle loads compared to conventional heavy vehicle combinations (approximately 8.75 tonne for tandem, 7.83 tonne for tri-axle, and 7.125 tonne for quad-axle groups). This reduction in per-axle loading is expected to lessen pavement wear, particularly in sensitive areas such as road edges and curves.

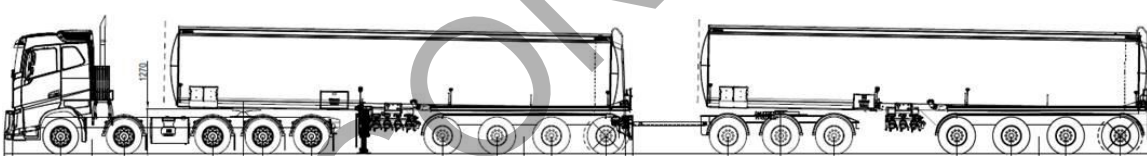
The application relates to a single vehicle undertaking a specific transport task on limited occasions, rather than broader network access. The applicant suggests that the operational impact on the road network would be limited and controlled.

The applicant suggests productivity and efficiency benefits including a reduction in total truck movements (approximately 14.65%) and fuel consumption (approximately 10.2%) resulting in fewer heavy vehicle trips on Boyd Street, and decreased diesel usage.

The map below shows the route proposed by the applicant in red.



The following diagram is an indicative illustration of the proposed vehicle combination.



The table below shows the maximum gross mass for the PBSTDQ3.3 vehicle combination.

Tri Drive and Quad Axle Trailer Combinations					
PBS Level	Vehicle Example	Max. Length	Max. Gross Mass	AMMS Level	Approved Network
Level 1		≤20.0 m	57.5t	Level 1	PBS TDQ1.1
			61.5t	Level 2	PBS TDQ1.2
			64.0t	Level 3	PBS TDQ1.3
Level 2		≤27.5 m	79.0t	Level 1	PBS TDQ2.1
			84.0t	Level 2	PBS TDQ2.2
			87.5t	Level 3	PBS TDQ2.3
Level 2B		≤30.0 m	100.5t	Level 1	PBS TDQ2B.1
			106.5t	Level 2	PBS TDQ2B.2
			111.0t	Level 3	PBS TDQ2B.3
Level 3		≤36.5 m	103.0t	Level 1	PBS TDQ3.1
			111.0t	Level 2	PBS TDQ3.2
			116.0t	Level 3	PBS TDQ3.3

Main Road WA have advised that the proposed PBS Networks will allow up to 36.5 metre PBS vehicle combinations. These PBS vehicles perform within the network envelope of currently approved Tandem Drive Network 4, with the following added benefits:

- **Improved Vehicle Safety** - PBS vehicles are specifically designed to achieve improved safety outcomes and the PBS assessment ensures the vehicles meet a minimum safety performance standard. In addition, braking capability and vehicle stability is improved on PBS vehicles with the mandatory requirement in WA for Electronic Braking Systems (EBS) with Rollover Stability Controls (RSC).
- **Reduced Traffic & Risk Exposure** - By reducing the number of heavy vehicle movements, this consequently reduces the risk exposure, meaning it reduces the number of vehicle interactions, reduces the number of drivers behind the wheel of a heavy vehicle, reducing the risk of human error and the potential for a serious crash.
- **Environment** – Less trips to perform the transport task compared to using prescriptive road trains will result in reduced carbon emissions and heavy vehicle noise. Furthermore, the PBS approved vehicles generally consist of newer prime movers, which meet higher emission standards
- **Reduced Pavement & Bridge Impact** - PBS vehicles are not considered to cause additional road wear compared to prescriptive road trains. The higher productivity PBS vehicles have the same maximum axle loads as prescriptive road trains, however, can carry a greater payload in less trips. Overall, they result in less road wear per payload tonne. Refer to our [RAV Route Assessment Calculators](#) for useful comparisons.

Boyd Street from SLK 0.00 (Brookton Highway) to SLK 1.21 (Channon Close) is currently not on the Restricted Access Vehicle (RAV) network. Adding Boyd Street to the PBSTDQ3.3 network would also make it accessible under lower networks, including Tandem Drive Network 7.3 and Tri Drive Network 4.3. If Boyd Street is instead approved under PBS individual access, it would only be available to that specific PBS vehicle, and the company would be issued a permit.

The following tables show the length and mass for RAV Network 7 and Accredited Mass Management Scheme (AMMS) categories.

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

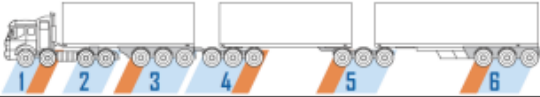

Category 7 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-Double) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7
7B	BA-Triple (B-Double & Dog Trailer) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7

Table 2 Prime Mover, Trailer Combinations AMMS Categories

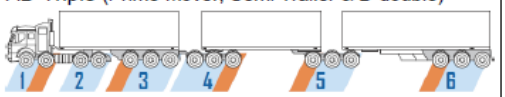




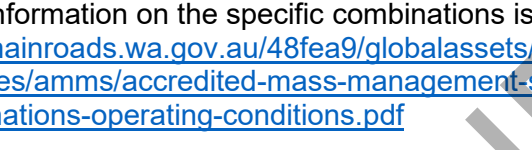
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-double) 	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3
7B	BA-Triple (B-double & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

Table 3 Trie Drive Network 4

**Tri Drive Network 4**

Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	B-double towing a Dolly 	>27.5 m + dolly	Level 1	76.5 t + dolly	5 t	<u>TD4.1</u>
			Level 2	79.5 t + dolly	8 t	<u>TD4.2</u>
			Level 3	82.5 t + dolly	11 t	<u>TD4.3</u>

4B	 A-Double towing a Dolly	>27.5 m + dolly	Level 1	98 t + dolly	6 t	<a href="#">TD4.1</a>
			Level 2	102 t + dolly	10 t	<a href="#">TD4.2</a>
			Level 3	106 t + dolly	14 t	<a href="#">TD4.3</a>
4C	 A-Double (Prime Mover, Semi-trailer & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	98 t	6 t	<a href="#">TD4.1</a>
			Level 2	102 t	10 t	<a href="#">TD4.2</a>
			Level 3	106 t	14 t	<a href="#">TD4.3</a>
4D	 B-Triple	>27.5 m ≤36.5 m	Level 1	98 t	6 t	<a href="#">TD4.1</a>
			Level 2	102 t	10 t	<a href="#">TD4.2</a>
			Level 3	106 t	14 t	<a href="#">TD4.3</a>
4E	 BA-Triple (B-double & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	119.5 t	8 t	<a href="#">TD4.1</a>
			Level 2	124.5 t	13 t	<a href="#">TD4.2</a>
			Level 3	129.5 t	18 t	<a href="#">TD4.3</a>
4F	 AB-Triple (Prime Mover, Semi-trailer & B-double)	>27.5 m ≤36.5 m	Level 1	119.5 t	8 t	<a href="#">TD4.1</a>
			Level 2	124.5 t	13 t	<a href="#">TD4.2</a>
			Level 3	129.5 t	18 t	<a href="#">TD4.3</a>

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

[www.mainroads.wa.gov.au/48fea9/globalassets/heavy-vehicles/permits-orders-schemes/amms/accredited-mass-management-scheme-amms-tri-drive-prime-mover-trailer-combinations-operating-conditions.pdf](http://www.mainroads.wa.gov.au/48fea9/globalassets/heavy-vehicles/permits-orders-schemes/amms/accredited-mass-management-scheme-amms-tri-drive-prime-mover-trailer-combinations-operating-conditions.pdf)

[www.mainroads.wa.gov.au/4ab12c/globalassets/heavy-vehicles/permits-orders-schemes/pbs/wa-performance-based-standards-pbs-scheme-access-levels-and-principles.pdf?v=4aff42](http://www.mainroads.wa.gov.au/4ab12c/globalassets/heavy-vehicles/permits-orders-schemes/pbs/wa-performance-based-standards-pbs-scheme-access-levels-and-principles.pdf?v=4aff42)

[www.mainroads.wa.gov.au/490404/globalassets/heavy-vehicles/permits-orders-schemes/amms/accredited-mass-management-scheme-amms-prime-mover-trailer-combinations-operating-conditions.pdf](http://www.mainroads.wa.gov.au/490404/globalassets/heavy-vehicles/permits-orders-schemes/amms/accredited-mass-management-scheme-amms-prime-mover-trailer-combinations-operating-conditions.pdf)

A similar application for Boyd Street in February 2021 was previously not supported by the Shire of Corrigin as the route was via Walton Street, Rendell Street and Boyd Street as per Council resolution below

Resolution 23/2021

*That Council inform Main Roads Heavy Vehicle Services that the application for a 32.44m Tri Drive A Double Performance Based Standard (PBS) Scheme Vehicle Access Approval, requesting AMMS Level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups) is not supported for the following reasons:*

- *Poor condition on sections of existing bitumen surface which will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 116 tonnes.*
- *Anticipated damage to road to road surface from screwing of tyres on entering and exiting intersections.*

#### COMMENT

Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance,

minimising whole of life costs, user amenity and value for money as well as economic benefits for the shire.

Allowing appropriate heavy vehicle access to the industrial area is important to support local business operations and maintain the economic productivity and supply chain efficiency.

It is recommended that Council inform Main Roads Heavy Vehicle Services that the application for Performance Based Standards (PBS) Tri Drive Quad Axle Network PBSTDQ3.3 (32.7metres and GCM 116 tonne) access from Brookton Highway to Boyd Street is supported for the following reasons:

- Straighter route and less turning than the route from South Street, Rendell to Boyd Street.
- Improve connectivity from Brookton Highway to section of Boyd Street south of Channon Close that is already on the RAV 7.1 (up to 36.5 metres and 115 tonne) network.
- Anecdotal evidence suggests that road trains are already using Boyd Street from Brookton Highway to Channon Close to access local businesses.
- The PBS vehicle has added benefits such as improved safety, and pavement impact.
- The PBS vehicle is a similar length (32.7 metres) compared to RAV 7.1 (27.5m to 36.5 metres) and Gross Combination Mass (GCM116 tonne) as RAV 7.1 (115tonne) which already has access to part of Boyd Street south of Channon Close.

It is recommended that Tandem drive 7.3 and Tri Drive 4.3 is not supported and access is restricted to Tandem Drive Network 7.1 and Tri Dive Network 4.3.

Main Roads WA have advised that they have not conducted an analysis of the swept path for the applicant's vehicle at this stage.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

#### **POLICY IMPLICATIONS**

11.3 Road Hierarchy, Maintenance and Renewal Policy

#### **FINANCIAL IMPLICATIONS**

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

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Council Plan 2025-2035:

**Objective: Economy**

**Desired Outcome: A strong, diverse local economy**

Council Plan			
Outcome	Strategies	Action No.	Actions
2.1	Road network is safe, well maintained and capable of the freight task	2.1.1	Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**42/2026 Moved: Cr. Smith**

**Seconded: Cr. Dickinson**

*That Council inform Main Roads Heavy Vehicle Services that:*

1. *the application for a Performance Based Standards (PBS) Tri Drive Quad Axle Network PBSTDQ3.3 access from Brookton Highway to Boyd Street is supported for the following reasons:*
  - *Straighter route and less turning than the route from South Street, Rendell to Boyd Street.*
  - *Improve connectivity from Brookton Highway to section of Boyd Street south of Channon Close that is already on the RAV 7 network.*
  - *Anecdotal evidence suggests that road trains are already using Boyd Street from Brookton Highway to Channon Close.*
  - *The PBS vehicle has added benefits such as improved safety, and pavement impact.*
  - *The PBS vehicle is a similar length (32.7 metres) compared to RAV 7.1 (27.5m to 36.5 metres) and Gross Combination Mass (GCM) 116 tonne as RAV 7.1 (115tonne) which already has access to part of Boyd Street south of Channon Close.*
2. *the Shire of Corrigin does not support automatically adding Boyd Street SLK 0.00 to 0.50 to the Tandem Drive Network 7.3 or Tri Drive Network 4.3 and that the classification of Boyd Street be limited to Tandem Drive Network 7.1 or Tri Drive Network 4.1 due to impact on road from extra weight.*

**Carried 5/2**

*For: Cr. Jacobs, Cr. Leach, Cr. Smith, Cr. Dyer & Cr. Talbot*

*Against: Cr. Hickey & Cr. Dickinson*

**9 CHIEF EXECUTIVE OFFICER REPORT**

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

**10 PRESIDENT'S REPORT**

The President Cr. S Jacobs gave an overview of meetings and events attended.

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

Cr. D Smith gave an overview of meetings attended.

Cr. D Hickey gave an overview of meetings attended.

Cr. H Talbot gave an overview of meetings attended.

**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 16 June 2026 at 4pm.

**16 MEETING CLOSURE**

The President, Cr. S Jacobs closed the meeting at 4:45pm.

UNCONFIRMED

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

**MUNICIPAL ACCOUNT**

**EFT PAYMENTS**

<b>EFT #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT22620	07/05/2026	AUSTRALIA POST	POSTAGE CHARGES FOR APRIL 2026	\$ 8.40
EFT22621	07/05/2026	AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD T/AS NUTURF	SEED STRIKER	\$ 2,475.00
EFT22622	07/05/2026	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 14.40
EFT22623	07/05/2026	BELVEDERE HOMESTEAD NURSERY	NATIVE PLANTS FOR TOWN GARDENS	\$ 1,074.20
EFT22624	07/05/2026	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 492.49
EFT22625	07/05/2026	BIG ASS FANS PTY LTD	SUPPLY AND INSTALL INDUSTRIAL FANS AT CREC	\$ 55,902.00
EFT22626	07/05/2026	BITUTEK PTY LTD	ROAD SEALING - LYNCH STREET, BENDERING ROAD, CORRIGIN-BABKIN ROAD	\$ 195,180.14
EFT22627	07/05/2026	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - COMMUNITY BUS, TORO MOWER	\$ 2,192.08
EFT22628	07/05/2026	CTI LOGISTICS	FREIGHT CHARGES FOR APRIL 2026	\$ 1,577.31
EFT22629	07/05/2026	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL APPOINTMENT	\$ 215.00
EFT22630	07/05/2026	DAVEY, PIPPA	STAFF REIMBURSEMENT	\$ 157.00
EFT22631	07/05/2026	DEPT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR APRIL 2026	\$ 113.30
EFT22632	07/05/2026	DEPT OF WATER AND ENVIRONMENTAL REGULATION	CORRIGIN WASTE MANAGEMENT FACILITY ANNUAL LICENCE FEE	\$ 1,042.80
EFT22633	07/05/2026	DIALPLAN	PHONE CHARGES - MEDICAL CENTRE	\$ 209.00
EFT22634	07/05/2026	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR APRIL 2026	\$ 936.81
EFT22635	07/05/2026	GERRARD, BRENDON JOHN	STAFF REIMBURSEMENT	\$ 200.00
EFT22636	07/05/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR MARCH 2026	\$ 14,891.94
EFT22637	07/05/2026	HENRY, MYRA	STAFF REIMBURSEMENT	\$ 155.00
EFT22638	07/05/2026	HERSEY'S SAFETY PTY LTD	200 RED DELINIATORS, 200 CLEAR DELINIATORS	\$ 814.00
EFT22639	07/05/2026	JACLYN-ROSE PHOTOGRAPHY	DRONE PHOTOGRAPHY IMAGES OF GRANITE RISE ESTATE	\$ 100.00
EFT22640	07/05/2026	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 233.00
EFT22641	07/05/2026	NEGRI, CARIS	STAFF REIMBURSEMENT	\$ 90.00
EFT22642	07/05/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT SERVICE & REPAIRS - COLORADO UTE, MOWER TRAILER, LINE MARKER	\$ 1,385.01
EFT22643	07/05/2026	QUEST INNALOO	ACCOMMODATION FOR STAFF LICENSING TRAINING	\$ 1,060.00
EFT22644	07/05/2026	SUPAGAS PTY LIMITED	ANNUAL EQUIPMENT SERVICE CHARGE FOR 3 JANES DRIVE	\$ 99.00
EFT22645	07/05/2026	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 43.66
EFT22646	07/05/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 1,466.76
EFT22647	07/05/2026	THE BLUE POSY	ANZAC DAY WREATH	\$ 140.00
EFT22648	07/05/2026	TREMAR CONTRACTING	INSTALL RAILS AND BIN TIPPER CRADLES AT TIP, REPLACE FENCING AT SEIMONS AVE UNIT	\$ 5,852.00
EFT22649	07/05/2026	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$ 346.50
EFT22650	07/05/2026	WECO PTY LTD	STRUCTURAL ENGINEERING FOR CONCEPT DESIGN - CREC SPORTS HALL SHADE STRUCTURE	\$ 3,740.00
EFT22651	07/05/2026	WESTRAC PTY LTD	FIT FLEET ANNUAL SUBSCRIPTION FOR GRADERS	\$ 475.20
EFT22652	07/05/2026	WESTERN IRRIGATION	RAIN BIRD STAINLESS STEEL SPRINKLERS FOR MAIN OVAL	\$ 1,528.12
EFT22655	08/05/2026	ASV SALES & SERVICE	STANDARD FLOW MULCHER FOR SKIDSTEER LOADER	\$ 41,470.00
EFT22656	13/05/2026	COASTMAC PTY LTD	HYDRAULIC TANDEM TIPPING TRAILER	\$ 8,725.00
EFT22657	14/05/2026	AUSTRALIAN TAXATION OFFICE	FBT RETURN FOR 2026	\$ 14,020.04

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

EFT22658	14/05/2026	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$	177.98
EFT22659	14/05/2026	HENRY, MYRA	STAFF REIMBURSEMENT	\$	120.00
EFT22660	14/05/2026	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR APRIL 2026	\$	3,301.25
EFT22661	14/05/2026	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR APRIL 2026	\$	213.10
EFT22662	14/05/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR APRIL 2026	\$	4,330.86
EFT22663	14/05/2026	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR APRIL 2026	\$	388.65
EFT22664	14/05/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	303.30
EFT22665	14/05/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	169.19
EFT22666	14/05/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT22667	20/05/2026	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AIBS WA CONFERENCE 2026 - STAFF REGISTRATION	\$	890.00
EFT22668	20/05/2026	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR APRIL 2026	\$	60,364.00
EFT22669	20/05/2026	AVON WASTE	RUBBISH COLLECTION FOR APRIL 2026	\$	22,402.81
EFT22670	20/05/2026	BEST OFFICE SYSTEMS	TRAVEL FOR REPAIRS TO ADMIN OFFICE PHOTOCOPIER	\$	100.83
EFT22671	20/05/2026	BITUTEK PTY LTD	ROAD SEALING - LYNCH STREET, BILBARIN-QUAIRADING ROAD	\$	143,472.36
EFT22672	20/05/2026	BORAL CONSTRUCTION MATERIALS GROUP LTD	4,000 LITRES OF EMULSION	\$	6,160.00
EFT22673	20/05/2026	BRANDWORX	STAFF UNIFORMS	\$	278.97
EFT22674	20/05/2026	BUNNINGS GROUP LIMITED	DRAINAGE PITS AND FITTINGS FOR ROTARY PARK	\$	1,161.37
EFT22675	20/05/2026	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - SIDE TIPPER TRAILERS, GRADER, CREW CAB TRUCK	\$	21,989.61
EFT22676	20/05/2026	CORRIGIN PHARMACY	FIRST AID SUPPLIES	\$	11.98
EFT22677	20/05/2026	CORRIGIN TIDY TOWN COMMITTEE	2025/2026 FINANCIAL SUPPORT CONTRIBUTION	\$	1,000.00
EFT22678	20/05/2026	CORRIGIN TYREPOWER	NEW TYRES FOR FORD EVEREST	\$	2,080.00
EFT22679	20/05/2026	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR APRIL AND MAY 2026	\$	21,666.66
EFT22680	20/05/2026	G & W SURVEYS	TOWNSITE DRAINAGE PROJECT SURVEY	\$	9,240.00
EFT22681	20/05/2026	HADDEO INFRASTRUCTURE AGRICULTURE PTY LTD	PROGRESS PAYMENT - MANAGEMENT SERVICES FOR VARIOUS PROJECTS	\$	2,365.00
EFT22682	20/05/2026	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - AIRSTRIP, 1 SPANNEY ST, 2 SPANNEY ST, PUMP AT OVAL	\$	2,866.92
EFT22683	20/05/2026	MARKETFORCE - OMNICOM MEDIA	PUBLIC NOTICES - DISPOSAL OF PROPERTY	\$	368.64
EFT22684	20/05/2026	MOORE AUSTRALIA W A PTY LTD	2026 FINANCIAL REPORTING WORKSHOP - STAFF REGISTRATIONS	\$	3,696.00
EFT22685	20/05/2026	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR APRIL 2026	\$	42.00
EFT22686	20/05/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT SERVICE & REPAIRS - PRIME MOVER, FORD EVEREST, CREW CAB TRUCK	\$	2,807.39
EFT22687	20/05/2026	PATHWEST LABORATORY MEDICINE W.A.	PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	\$	49.50
EFT22688	20/05/2026	PORTER CONSULTING ENGINEERS	CIVIL DESIGN & DOCUMENTATION OF INTERSECTION UPGRADE - CORRIGIN-BRUCE ROCK RD	\$	4,994.00
EFT22689	20/05/2026	SCAVENGER FIRE & SAFETY	3 FIRE WEATHER METERS	\$	2,464.00
EFT22690	20/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	2025/2026 COMMUNITY ASSISTANCE GRANT - ST JOHN CORRIGIN MARQUEE	\$	2,496.10
EFT22691	20/05/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	556.42
EFT22692	20/05/2026	TOTAL PACKAGING (WA) PTY LTD	DOG POOP BAGS	\$	330.00
EFT22693	20/05/2026	TUDORBANK HOLDINGS PTY LTD	REPLACE STEEL DOOR JAMBS AT HYDRO POOL	\$	3,900.00
EFT22694	20/05/2026	WESTRAC PTY LTD	10 CAT KEYS	\$	156.95
EFT22695	20/05/2026	WINC AUSTRALIA PTY LTD	ARCHIVE BOXES, STATIONERY SUPPLIES	\$	400.50
EFT22696	20/05/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	PROGRESS PAYMENT - SURVEYING SERVICES RABBIT PROOF FENCE ROAD	\$	8,180.70
EFT22697	26/05/2026	150 SQUARE PTY LTD	WORKS AND SERVICES DEVELOPMENT DAY - STAFF REGISTRATIONS	\$	1,300.00

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

EFT22698	26/05/2026	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	\$	2,674.30
EFT22699	26/05/2026	ARMSTRONG, NORELLE	STAFF REIMBURSEMENT	\$	105.23
EFT22700	26/05/2026	BD WATER PTY LTD	FINAL PAYMENT - CORRIGIN OVAL RETICULATION UPGRADE	\$	230,845.81
EFT22701	26/05/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - TOWN HALL, ROTARY PARK, HYDRO POOL	\$	3,966.71
EFT22702	26/05/2026	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - PRIME MOVER	\$	4,386.83
EFT22703	26/05/2026	CHESTER, REGAN LOUISE	STAFF REIMBURSEMENT	\$	329.95
EFT22704	26/05/2026	CITY OF KALAMUNDA	BUILDING CONSULTANCY SERVICES FOR MARCH 2026	\$	1,235.00
EFT22705	26/05/2026	COASTMAC PTY LTD	HYDRAULIC TANDEM TIPPING TRAILER WITH CAGE	\$	9,145.00
EFT22706	26/05/2026	CORSIGN WA PTY LTD	TOILET AND PICNIC TABLE INDICATION SIGNS FOR ROTARY PARK	\$	138.05
EFT22707	26/05/2026	DR THYAGARAJ RAMAKRISHNA (PERSONAL ACCOUNT)	HOME INTERNET REIMBURSEMENT DECEMBER 2025 TO JUNE 2026	\$	510.00
EFT22708	26/05/2026	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - 1 SPANNEY STREET	\$	488.00
EFT22709	26/05/2026	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	HOLD TELEPHONE SUBSCRIPTION FOR MAY 2026	\$	110.00
EFT22710	26/05/2026	MAGIC GARDEN SUPPLIES	MONUMENT SLABS FOR DOG CEMETERY	\$	720.00
EFT22711	26/05/2026	MOMA SOLAR	SOLAR STREET LIGHTS AND COLUMNS FOR WALTON STREET - LIGHTING THE WAY PROJECT	\$	11,597.60
EFT22712	26/05/2026	SCAVENGER FIRE & SAFETY	ANNUAL TESTING AND SERVICE TO FIRE TANKS AND EQUIPMENT AT CREC	\$	3,300.00
EFT22713	26/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	FIRST AID SUPPLIES	\$	50.00
EFT22714	26/05/2026	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	61.02
EFT22715	26/05/2026	THOR EARTH PLANT HIRE	PLANT HIRE - WATER TRUCK	\$	704.00
EFT22716	26/05/2026	TOTALLY WORKWEAR - FORRESTDAL	STAFF UNIFORMS	\$	600.49
EFT22717	26/05/2026	WESTERN HYDRAULICS CORRIGIN	PLANT PARTS - PRIME MOVER	\$	582.63
EFT22719	28/05/2026	GERRARD, BRENDON JOHN	STAFF REIMBURSEMENT	\$	171.99
EFT22720	28/05/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	303.30
EFT22721	28/05/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$	169.19
EFT22722	28/05/2026	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	160.00
EFT22723	28/05/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 968,396.56</b>

**DIRECT DEBIT PAYMENTS**

<b>DD #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD18675.1	01/05/2026	SYNERGY	ELECTRICITY CHARGES	\$ 73.15
DD18702.1	04/05/2026	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 1,852.50
DD18715.1	13/05/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 10,831.62
DD18715.2	13/05/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 2,298.53
DD18715.3	13/05/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,596.57
DD18715.4	13/05/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 532.30
DD18715.5	13/05/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 731.42
DD18715.6	13/05/2026	CARESUPER	SUPERANNUATION CONTRIBUTIONS	\$ 584.32
DD18676.1	18/05/2026	SYNERGY	ELECTRICITY CHARGES	\$ 90.15
DD18743.1	18/05/2026	SYNERGY	ELECTRICITY CHARGES	\$ 2,549.09
DD18734.1	20/05/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 2,209.44

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

DD18762.1	21/05/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	4,822.97
DD18731.1	25/05/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	3,115.48
DD18732.1	26/05/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	27,827.15
DD18733.1	27/05/2026	SYNERGY	ELECTRICITY CHARGES	\$	4,558.16
DD18735.1	27/05/2026	WATER CORPORATION OF WA	WATER CHARGES	\$	828.99
DD18772.1	27/05/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	10,976.13
DD18772.2	27/05/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,337.12
DD18772.3	27/05/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,560.54
DD18772.4	27/05/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	532.30
DD18772.5	27/05/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	731.42
DD18772.6	27/05/2026	CARESUPER	SUPERANNUATION CONTRIBUTIONS	\$	584.32
				<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 80,223.67</b>

**EFT PAYROLL PAYMENTS**

<b>PPE #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
PPE130526	14/05/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 74,276.29	
PPE270526	28/05/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 74,923.80	
				<b>TOTAL EFT PAYROLL PAYMENTS</b>	<b>\$ 149,200.09</b>

**MUNICIPAL ACCOUNT - TOTAL PAYMENTS** \$ 1,197,820.32

**TRUST ACCOUNT**

**EFT PAYMENTS**

<b>EFT #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
EFT22653	08/05/2026	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR APRIL 2026	\$ 21.45	
EFT22654	08/05/2026	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR APRIL 2026	\$ 11.25	
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 32.70</b>

**TRUST ACCOUNT - TOTAL PAYMENTS** \$ 32.70

**EDNA STEVENSON TRUST ACCOUNT**

**EFT PAYMENTS**

<b>EFT #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
EFT22718	28/05/2026	MCLEODS LAWYERS	ADVICE ON MANAGEMENT OF CHARITABLE TRUST	\$ 6,692.40	
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 6,692.40</b>

**EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS** \$ 6,692.40

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

**LICENSING TRUST ACCOUNT**

**DIRECT DEBIT PAYMENTS**

<b>DD #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD18672.1	01/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,943.85
DD18674.1	04/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 619.75
DD18683.1	05/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 829.05
DD18688.1	06/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 48.20
DD18690.1	07/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,456.75
DD18698.1	08/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 928.95
DD18700.1	11/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,507.00
DD18707.1	12/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,797.55
DD18713.1	13/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,940.75
DD18718.1	14/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 489.45
DD18721.1	15/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 974.05
DD18738.1	19/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 366.20
DD18747.1	20/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,054.35
DD18752.1	21/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,147.10
DD18754.1	22/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,098.70
DD18759.1	25/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 653.75
DD18765.1	26/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,164.40
DD18770.1	27/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,543.75
DD18775.1	28/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 247.35
DD18777.1	29/05/2026	DEPT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 808.65

**TOTAL DIRECT DEBIT PAYMENTS \$ 23,619.60**

**LICENSING TRUST ACCOUNT - TOTAL PAYMENTS \$ 23,619.60**

**TOTAL MUNICIPAL ACCOUNT PAYMENTS \$ 1,197,820.32**

**TOTAL TRUST ACCOUNT PAYMENTS \$ 32.70**

**TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS \$ 6,692.40**

**TOTAL LICENSING TRUST ACCOUNT PAYMENTS \$ 23,619.60**

**TOTAL OF ALL ACCOUNT PAYMENTS \$ 1,228,165.02**

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MAY 2026**

**CREDIT CARD PURCHASES**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
01/04/2026	CORRIGIN SHIRE LICENSING	VEHICLE REGISTRATION RENEWAL FOR WORKS AND SERVICES VEHICLE - CR565	\$ 79.40
23/04/2026	HARVEY NORMAN ONLINE	PHOTOPRINTER FOR RESOURCE CENTRE - STATE LIBRARY GRANT	\$ 1,058.00
23/04/2026	INK STATION	INK FOR PHOTOPRINTER FOR RESOURCE CENTRE - STATE LIBRARY GRANT	\$ 414.64
27/04/2026	MAIN ROADS WA	CLASS 1 RAV OVERSIZE PERMIT FOR LOADER	\$ 50.00
27/04/2026	PAGODA RESORT SPA COMO	ACCOMMODATION FOR STAFF TRAINING	\$ 250.46
<b>TOTAL CREDIT CARD PURCHASES</b>			<b>\$ 1,852.50</b>

**FUEL CARD PURCHASES**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
31/03/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR MARCH 2026	\$ 895.63
31/03/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR MARCH 2026	\$ 159.30
31/03/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR MARCH 2026	\$ 627.85
31/03/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR MARCH 2026	\$ 1,524.77
31/03/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR MARCH 2026	\$ 869.37
31/03/2026	WORKS AND SERVICES VEHICLE - CR4	FUEL CARD PURCHASES FOR MARCH 2026	\$ 904.43
31/03/2026	WORKS AND SERVICES VEHICLE - CR12	FUEL CARD PURCHASES FOR MARCH 2026	\$ 415.59
31/03/2026	WORKS AND SERVICES VEHICLE - CR13	FUEL CARD PURCHASES FOR MARCH 2026	\$ 80.46
31/03/2026	WORKS AND SERVICES VEHICLE - CR16	FUEL CARD PURCHASES FOR MARCH 2026	\$ 2,901.18
31/03/2026	WORKS AND SERVICES VEHICLE - CR17	FUEL CARD PURCHASES FOR MARCH 2026	\$ 114.46
31/03/2026	WORKS AND SERVICES VEHICLE - CR19	FUEL CARD PURCHASES FOR MARCH 2026	\$ 2,752.16
31/03/2026	WORKS AND SERVICES VEHICLE - CR22	FUEL CARD PURCHASES FOR MARCH 2026	\$ 124.08
31/03/2026	WORKS AND SERVICES VEHICLE - CR23	FUEL CARD PURCHASES FOR MARCH 2026	\$ 614.27
31/03/2026	WORKS AND SERVICES VEHICLE - CR66	FUEL CARD PURCHASES FOR MARCH 2026	\$ 2,635.63
31/03/2026	WORKS AND SERVICES VEHICLE - CR168	FUEL CARD PURCHASES FOR MARCH 2026	\$ 136.58
31/03/2026	WORKS AND SERVICES VEHICLE - CR565	FUEL CARD PURCHASES FOR MARCH 2026	\$ 136.18
<b>TOTAL FUEL CARD PURCHASES FOR MARCH 2026</b>			<b>\$ 14,891.94</b>

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
30/04/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR APRIL 2026	\$ 890.87
30/04/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR APRIL 2026	\$ 281.81
30/04/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR APRIL 2026	\$ 472.45
30/04/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR APRIL 2026	\$ 1,679.58
30/04/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR APRIL 2026	\$ 1,003.40
30/04/2026	ADMINISTRATION FEE	REISSUE OF DISTRIBUTOR CARD	\$ 2.75
<b>TOTAL FUEL CARD PURCHASES FOR APRIL 2026</b>			<b>\$ 4,330.86</b>

**TOTAL FUEL CARD PURCHASES** **\$ 19,222.80**



**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 May 2026**

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

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**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2026**

	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	3,185,550	3,185,126	<b>3,185,735</b>	609	0.02%	
Rates excluding general rates	98,446	98,446	<b>98,446</b>	0	0.00%	
Grants, subsidies and contributions	1,543,011	1,538,133	<b>1,668,319</b>	130,186	8.46%	
Fees and charges	843,808	744,717	<b>708,468</b>	(36,249)	(4.87%)	
Interest revenue	283,990	80,769	<b>53,274</b>	(27,495)	(34.04%)	▼
Other revenue	261,461	201,440	<b>501,117</b>	299,677	148.77%	▲
Profit on asset disposals	218,867	171,605	<b>159,749</b>	(11,856)	(6.91%)	
	<b>6,435,133</b>	<b>6,020,236</b>	<b>6,375,108</b>	<b>354,872</b>	5.89%	
<b>Expenditure from operating activities</b>						
Employee costs	(3,045,931)	(2,791,495)	<b>(2,502,370)</b>	289,125	10.36%	▲
Materials and contracts	(2,500,851)	(2,274,293)	<b>(1,801,480)</b>	472,813	20.79%	▲
Utility charges	(374,880)	(343,255)	<b>(338,084)</b>	5,171	1.51%	
Depreciation	(4,714,278)	(4,320,888)	<b>(4,172,856)</b>	148,032	3.43%	
Finance costs	(51,087)	(25,544)	<b>(26,137)</b>	(593)	(2.32%)	
Insurance	(346,106)	(346,076)	<b>(311,558)</b>	34,518	9.97%	
Other expenditure	(216,439)	(153,809)	<b>(156,752)</b>	(2,943)	(1.91%)	
Loss on asset disposals	(235,609)	(233,139)	<b>(29,560)</b>	203,579	87.32%	▲
	<b>(11,485,181)</b>	<b>(10,488,499)</b>	<b>(9,338,797)</b>	<b>1,149,702</b>	10.96%	
Non cash amounts excluded from operating activities	2(c) 4,714,322	4,382,422	<b>4,042,667</b>	(339,755)	(7.75%)	
<b>Amount attributable to operating activities</b>	<b>(335,726)</b>	<b>(85,841)</b>	<b>1,078,978</b>	<b>1,164,819</b>	1356.95%	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	1,545,354	890,042	<b>1,090,629</b>	200,587	22.54%	▲
Proceeds from disposal of assets	547,000	243,000	<b>271,364</b>	28,364	11.67%	▲
Proceeds on disposal of financial assets at fair values through other comprehensive income	167,080	0	<b>0</b>	0	0.00%	
	<b>2,259,434</b>	<b>1,133,042</b>	<b>1,361,993</b>	<b>228,951</b>	20.21%	
<b>Outflows from investing activities</b>						
Payments for non-current land held for resale	0	0	<b>520,000</b>	520,000	0.00%	
Acquisition of property, plant and equipment	(2,252,500)	(2,126,250)	<b>(864,329)</b>	1,261,921	59.35%	▲
Acquisition of infrastructure	(3,061,509)	(2,285,754)	<b>(2,353,532)</b>	(67,778)	(2.97%)	
	<b>(5,314,009)</b>	<b>(4,412,004)</b>	<b>(2,697,861)</b>	<b>1,714,143</b>	38.85%	
Non-cash amounts excluded from investing activities	2(d) (1,444)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to investing activities</b>	<b>(3,056,019)</b>	<b>(3,278,962)</b>	<b>(1,335,868)</b>	<b>1,943,094</b>	59.26%	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	234,660	0	<b>183,078</b>	183,078	0.00%	
	<b>234,660</b>	<b>0</b>	<b>183,078</b>	<b>183,078</b>	0.00%	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(103,465)	(51,140)	<b>(51,140)</b>	0	0.00%	
Transfer to reserves	(427,708)	0	<b>0</b>	0	0.00%	
	<b>(531,173)</b>	<b>(51,140)</b>	<b>(51,140)</b>	<b>0</b>	0.00%	
<b>Amount attributable to financing activities</b>	<b>(296,513)</b>	<b>(51,140)</b>	<b>131,938</b>	<b>183,078</b>	357.99%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 3,688,258	3,688,258	<b>3,886,924</b>	198,666	5.39%	
Amount attributable to operating activities	(335,726)	(85,841)	<b>1,078,978</b>	1,164,819	1356.95%	▲
Amount attributable to investing activities	(3,056,019)	(3,278,962)	<b>(1,335,868)</b>	1,943,094	59.26%	▲
Amount attributable to financing activities	(296,513)	(51,140)	<b>131,938</b>	183,078	357.99%	▲
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>272,315</b>	<b>3,761,972</b>	<b>3,489,657</b>	1281.48%	▲

**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 31 MAY 2026**

	<b>Actual 30 June 2025</b>	<b>Actual as at 31 May 2026</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,915,716	3,730,525
Trade and other receivables	194,271	175,239
Other financial assets	4,259,215	4,259,215
Inventories	167,803	108,068
Contract assets	297,762	0
Other assets	1,272	20,274
<b>TOTAL CURRENT ASSETS</b>	<b>8,836,039</b>	<b>8,293,321</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	17,197	17,197
Other financial assets	79,620	79,620
Inventories	1,045,000	525,000
Investment in associate	41,554	41,554
Property, plant and equipment	34,553,917	34,224,471
Infrastructure	171,715,780	170,949,055
<b>TOTAL NON-CURRENT ASSETS</b>	<b>207,453,068</b>	<b>205,836,897</b>
<b>TOTAL ASSETS</b>	<b>216,289,107</b>	<b>214,130,218</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	319,963	83,234
Other liabilities	35,706	37,747
Borrowings	103,466	52,326
Employee related provisions	374,081	374,081
<b>TOTAL CURRENT LIABILITIES</b>	<b>833,216</b>	<b>547,388</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	1,023,119	1,023,119
Employee related provisions	54,612	54,612
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,077,731</b>	<b>1,077,731</b>
<b>TOTAL LIABILITIES</b>	<b>1,910,947</b>	<b>1,625,119</b>
<b>NET ASSETS</b>	<b>214,378,160</b>	<b>212,505,099</b>
<b>EQUITY</b>		
Retained surplus	34,343,148	32,653,165
Reserve accounts	4,450,533	4,267,455
Revaluation surplus	175,584,479	175,584,479
<b>TOTAL EQUITY</b>	<b>214,378,160</b>	<b>212,505,099</b>

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 31 MAY 2026**

**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 10 June 2026

**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 POLICIES**

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 31 MAY 2026**

**2 NET CURRENT ASSETS INFORMATION**

	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
<b>(a) Net current assets used in the Statement of Financial Activity</b>			
<b>Current assets</b>	\$	\$	\$
Cash and cash equivalents	589,909	3,915,716	3,730,525
Trade and other receivables	68,435	194,271	175,239
Other financial assets	4,452,263	4,259,215	4,259,215
Inventories	77,240	167,803	108,068
Contract assets	0	297,762	0
Other assets	33,872	1,272	20,274
	5,221,719	8,836,039	8,293,321
<b>Less: current liabilities</b>			
Trade and other payables	(137,850)	(319,963)	(83,234)
Other liabilities	(36,154)	(35,706)	(37,747)
Borrowings		(103,466)	(52,326)
Employee related provisions	(345,400)	(374,081)	(374,081)
Other provisions	(57,292)	0	0
	(576,696)	(833,216)	(547,388)
Net current assets	4,645,023	8,002,823	7,745,933
Less: Total adjustments to net current assets	2(b) (4,645,023)	(4,115,899)	(3,983,961)
<b>Closing funding surplus / (deficit)</b>	<b>0</b>	<b>3,886,924</b>	<b>3,761,972</b>
<b>(b) Current assets and liabilities excluded from budgeted deficiency</b>			
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(4,643,581)	(4,450,533)	(4,267,455)
Less: Current assets not expected to be received at end of year			
- Contract Liabilities	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	52,326
- 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
<b>Total adjustments to net current assets</b>	2(a) <b>(4,645,023)</b>	<b>(4,115,899)</b>	<b>(3,983,961)</b>
	<b>Adopted Budget Estimates 30 June 2026</b>	<b>YTD Budget Estimates 31 May 2026</b>	<b>YTD Actual 31 May 2026</b>
	\$	\$	\$
<b>(c) Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(218,867)	(171,605)	(159,749)
Add: Loss on asset disposals	235,609	233,139	29,560
Add: Depreciation	4,714,278	4,320,888	4,172,856
Non-cash movements in non-current assets and liabilities:			
- Employee provisions	(16,698)	0	0
<b>Total non-cash amounts excluded from operating activities</b>	<b>4,714,322</b>	<b>4,382,422</b>	<b>4,042,667</b>
<b>(d) Non-cash amounts excluded from investing activities</b>			
<b>Adjustments to investing activities</b>			
Movement in current unspent capital grants associated with restricted cash	(1,444)	0	0
<b>Total non-cash amounts excluded from investing activities</b>	<b>(1,444)</b>	<b>0</b>	<b>0</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF CORRIGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026**

**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. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Interest revenue</b>	(27,495)	(34.04%)	▼
This is a timing variance received less in interest than anticipate due to investing for longer terms.			
<b>Other revenue</b>	299,677	148.77%	▲
This variance is related to the sale of extra Granite Rise Blocks, have sold more than anticipated.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	289,125	10.36%	▲
Employee costs are below the anticipated budget across all programs, this is due to various position not being filled.			
<b>Materials and contracts</b>	472,813	20.79%	▲
This is a timing issues of invoices and unavailability of contractors.			
<b>Loss on asset disposals</b>	203,579	87.32%	▲
Sale of various asset still to be completed, some sold early March, others to finalised before 30 June.			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	200,587	22.54%	▲
This is a timing variance related capital grants not received yet.			
<b>Proceeds from disposal of assets</b>	28,364	11.67%	▲
Proceeds received from disposal of assets was higher than budgeted refer to note 6 for specific plant.			
<b>Outflows from investing activities</b>			
<b>Acquisition of property, plant and equipment</b>	1,261,921	59.35%	▲
This is a timing variance in expenditure on Capital purchases, as quotes are still being called on various projects.			
<b>Surplus or deficit after imposition of general rates</b>	3,489,657	1281.48%	▲
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 31 MAY 2026

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	\$0.27 M	\$3.76 M	\$3.49 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.99 M	% of total
Unrestricted Cash	\$3.72 M	46.6%
Restricted Cash	\$4.27 M	53.4%

Refer to 3 - Cash and Financial Assets

Payables		
	\$0.08 M	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.15 M	% Collected
Rates Receivable	\$0.03 M	99.2%
Trade Receivable	\$0.15 M	% Outstanding
Over 30 Days		18.6%
Over 90 Days		5.4%

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)	(\$0.09 M)	\$1.08 M	\$1.16 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.19 M	% Variance
YTD Budget	\$3.19 M	0.0%

Grants and Contributions		
YTD Actual	\$1.67 M	% Variance
YTD Budget	\$1.54 M	8.5%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.71 M	% Variance
YTD Budget	\$0.74 M	(4.9%)

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)	(\$3.28 M)	(\$1.34 M)	\$1.94 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.27 M	%
Adopted Budget	\$0.55 M	(50.4%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.35 M	% Spent
Adopted Budget	\$3.06 M	(23.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.09 M	% Received
Adopted Budget	\$1.55 M	(29.4%)

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)	(\$0.05 M)	\$0.13 M	\$0.18 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.05 M)
Interest expense	(\$0.03 M)
Principal due	\$1.08 M

Refer to 10 - Borrowings

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

Refer to 4 - Cash Reserves

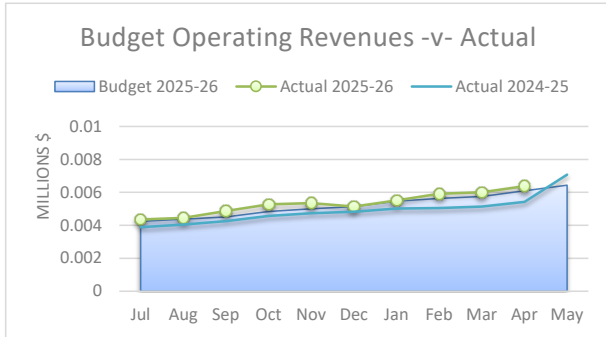
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2026**

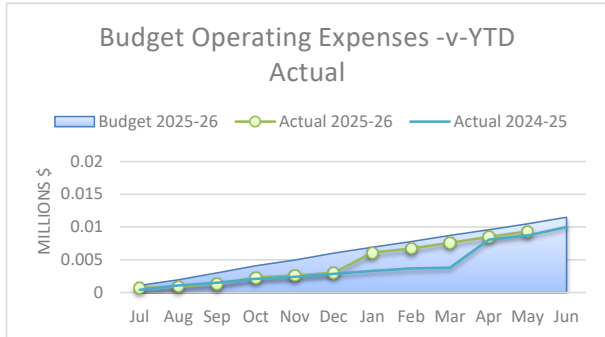
**2 KEY INFORMATION - GRAPHICAL**

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

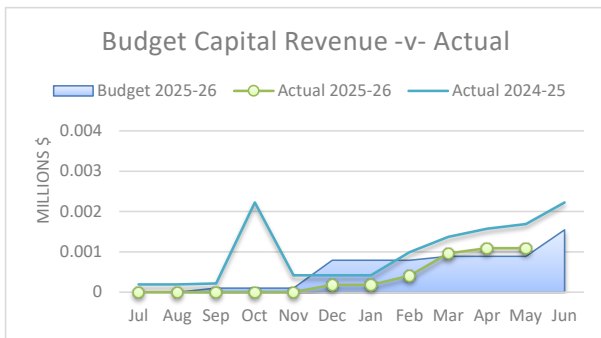


**OPERATING EXPENSES**

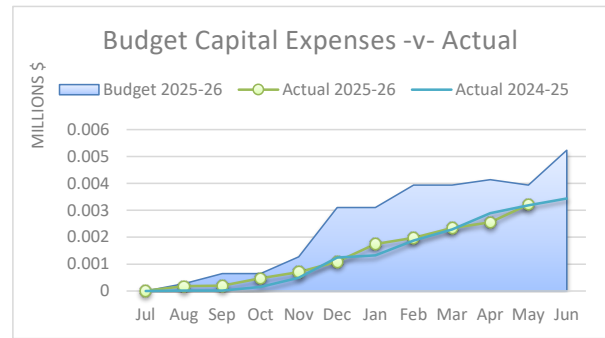


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**



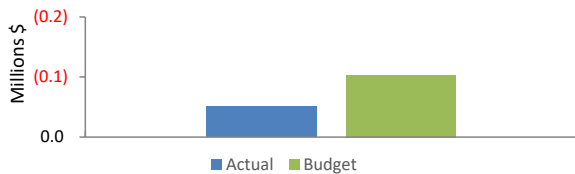
**CAPITAL EXPENSES**



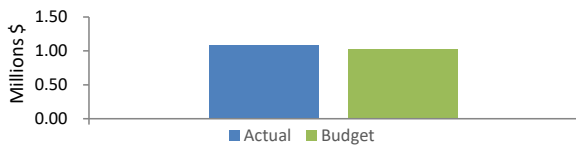
**FINANCING ACTIVITIES**

**BORROWINGS**

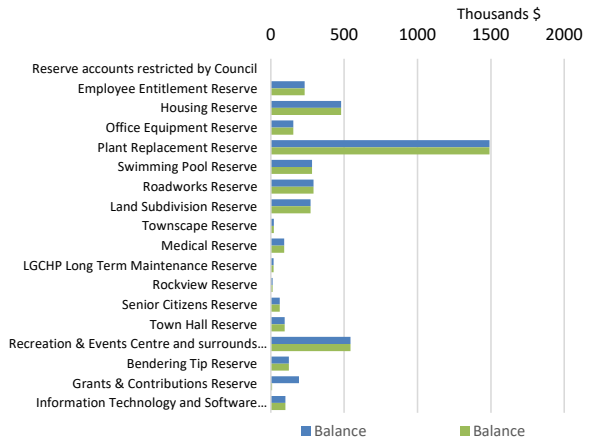
**Principal Repayments**



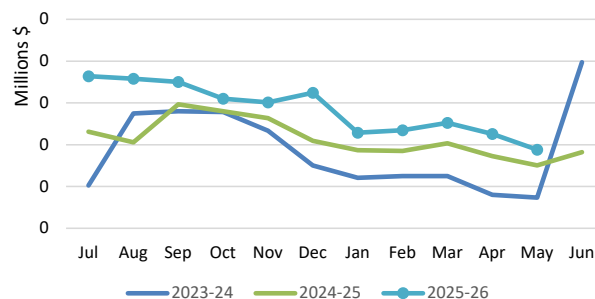
**Principal Outstanding**



**RESERVES**



**Closing funding surplus / (deficit)**



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

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2026**

**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	113,505		113,505		NAB	0.00%	At Call
Overnight Cash Deposit Facilities	Cash and cash equivalents	771,144		771,144		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	106,054	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	34,784	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	7,273	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	777,541	NAB	5.01%	06/2026
<b>Total</b>		<b>3,722,285</b>	<b>4,267,455</b>	<b>7,989,740</b>	<b>925,652</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,722,285	8,240	3,730,525	148,111			
Financial assets at amortised cost - Term Deposits		0	4,259,215	4,259,215	777,541			
		<b>3,722,285</b>	<b>4,267,455</b>	<b>7,989,740</b>	<b>925,652</b>			

**KEY INFORMATION**

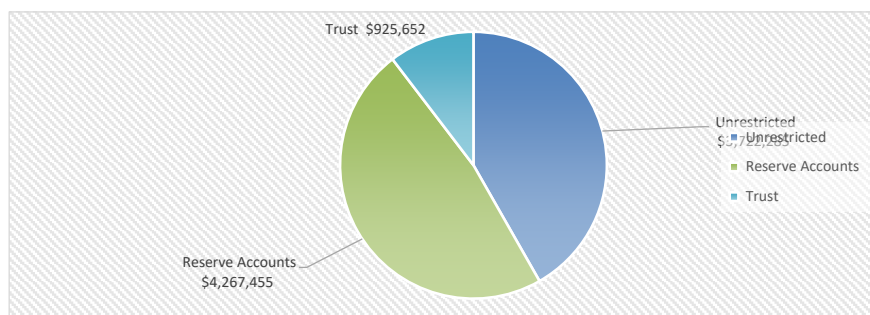
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2026**

**4 RESERVE ACCOUNTS**

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by Council</b>								
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
	<b>4,450,533</b>	<b>427,708</b>	<b>(234,660)</b>	<b>4,643,581</b>	<b>4,450,533</b>	<b>0</b>	<b>(183,078)</b>	<b>4,267,455</b>

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	370,000	295,000	67,695	(227,305)
Furniture and equipment	107,500	76,250	69,695	(6,555)
Plant and equipment	1,775,000	1,755,000	726,939	(1,028,061)
<b>Acquisition of property, plant and equipment</b>	<b>2,252,500</b>	<b>2,126,250</b>	<b>864,329</b>	<b>(1,261,921)</b>
Infrastructure - roads	2,279,009	1,594,504	1,840,374	245,870
Infrastructure - other	162,500	71,250	69,896	(1,354)
Infrastructure - parks and ovals	620,000	620,000	443,263	(176,737)
<b>Acquisition of infrastructure</b>	<b>3,061,509</b>	<b>2,285,754</b>	<b>2,353,532</b>	<b>67,778</b>
<b>Total capital acquisitions</b>	<b>5,314,009</b>	<b>4,412,004</b>	<b>3,217,861</b>	<b>(1,194,143)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	1,545,354	890,042	1,090,629	200,587
Other (disposals & C/Fwd)	547,000	243,000	271,364	28,364
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	3,278,962	1,672,790	(1,606,172)
<b>Capital funding total</b>	<b>5,314,009</b>	<b>4,412,004</b>	<b>3,217,861</b>	<b>(1,194,143)</b>

**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**

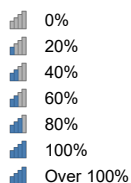
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

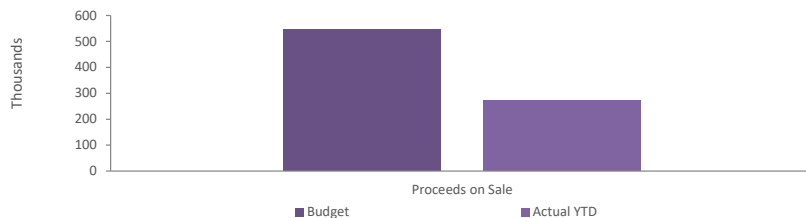


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Adopted			Variance
		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Community Resource Centre	Front Desk Re-Fitout (carryover 24/25)	20,000	20,000	0	20,000
Housing	Replace Carpets - 1 Spanney	10,000	10,000	9,875	125
Bilbarin Hall	Redevelopment of the Bilbarin Hall precinct	150,000	75,000	0	75,000
CREC	Construct Shade Shelter indoor Netball Court	80,000	80,000	0	80,000
CREC	Install Fans Indoor Netball court	60,000	60,000	57,820	2,180
CREC	Construct portico at entrance (carryover 24/25)	50,000	50,000	0	50,000
Loch Ness Dam	Aerator - Dam	20,000	32,500	0	32,500
Reserve and Dam Maintenance	OHS Equipment – Chemical Treatment Upgrades	45,000	0	0	0
Pool- Main	Pool cleaner	0	0	40,223	(40,223)
Pool- Main	New PA and Sound System	6,000	18,750	4,522	14,228
Pool- Heated	Pump Room & Pool Ventilation System Upgrades	26,500	15,000	24,950	(9,950)
Sale Yard	eTag's Reader	10,000	10,000	0	10,000
ROE Health	ROE EHO Vehicle - 4CR	65,000	65,000	0	65,000
CREC	Generator – Evacuation Centre (Power Resilience Project)	156,000	156,000	0	156,000
Roads and Civil	Standard Flow Skid Steer Mulcher - Attachment	80,000	80,000	39,351	40,649
Roads and Civil	Skid Steer Loader - CR13 (carryover 24/25)	140,000	140,000	124,182	15,818
Roads and Civil	Tipper Truck - CR4 (carryover 24/25)	231,000	231,000	209,660	21,340
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	130,000	115,335	14,665
Roads and Civil	Prime Mover - CR19	350,000	350,000	0	350,000
Roads and Civil	Tri Axle Low Loader Trailer - CR2233 (carryover 24/25)	170,000	170,000	172,523	(2,523)
Other Property& Services	MWS Vehicle - 1CR	65,000	65,000	0	65,000
Other Property& Services	7x5 Tandem Tipper Trailer - 1THY294 (carryover 24/25)	15,000	15,000	9,583	5,417
Other Property& Services	7x5 Tandem Tipper Trailer - CR3246 (carryover 24/25)	15,000	15,000	8,314	6,686
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	47,990	5,010
Other Property& Services	CEO Vehicle - CR1	85,000	85,000	0	85,000
Other Property& Services	DCEO Vehicle - 2CR	60,000	60,000	0	60,000
Lynch Street near Church	Reseal	21,375	10,687	29,888	(19,201)
Bendering Rd - renewal	Reseal	36,000	30,500	33,020	(2,520)
Bendering Rd - upgrade	Reconstruct and widen including upgrade drainage, signage and clear zones.	215,000	215,000	192,271	22,729
Dry Well Rd	Shoulder Reconditioning	197,066	148,533	196,872	(48,339)
Bullaring-George Road and Rabbit Proof Fence Road	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	311,684	255,842	35,252	220,590
Doyle Road	Widen and Gravel Resheet	56,160	28,080	0	28,080
Corrigin - Quairading Rd (RRG)	Final Seal	102,000	51,000	68,586	(17,586)
Rabbit Proof Fence Road	Feature Survey and Geotechnical investigation	44,020	32,010	33,657	(1,647)
Corrigin - Bruce Rock Road - WSNF	Finalise design and pavement analysis	30,400	25,200	16,246	8,954
Babakin - Corrigin Rd (RRG)	Final Seal	185,000	92,500	129,649	(37,149)
Corrigin South Rd	Reconstruct	443,200	221,600	399,569	(177,969)
Wickepin - Corrigin Road (RRG) 24/25 project	Reconstruct and widen , including upgrade drainage, signage and clear zones.	417,000	374,000	525,655	(151,655)
Wickepin - Corrigin Road (RRG)	Final Seal	81,000	40,000	54,099	(14,099)
Bilbarin - Quairading Rd	Reseal	139,104	69,552	125,610	(56,058)
Transfer Station	Concrete retaining wall - hook bin	20,000	20,000	25,968	(5,968)
Pool- Heated	Replace Expansion Joints, Regrout & Reline	40,000	23,750	29,850	(6,100)
Pool - Surrounds	Awning (replace shade sails)	7,500	0	0	0
Pool - Surrounds	Basketball Refurbishments	15,000	7,500	13,538	(6,038)
Main Street Car Bays (CWA)	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0	0
Caravan Park	Install Patio	20,000	20,000	540	19,460
Sporting Ovals	Reticulation Upgrade - CREC (carryover 24/25)	500,000	500,000	443,263	56,737
Rotary Park	Shade Shelter - over BBQ's - Rotary Park	10,000	10,000	0	10,000
Old Tennis Courts (Skate Park)	Redevelopment of old tennis courts	100,000	100,000	0	100,000
Hill Street	Lighting the Way Project - Solar Bollard Lighting - Hill Street	10,000	10,000	0	10,000
		<b>5,314,009</b>	<b>4,412,004</b>	<b>3,217,861</b>	<b>1,194,143</b>

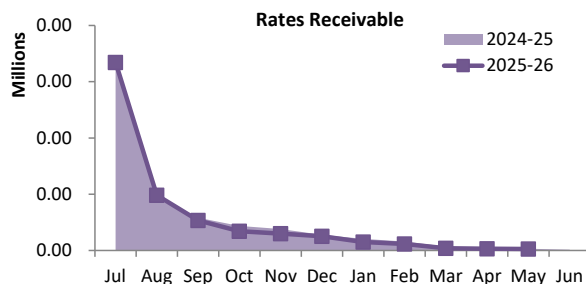
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Buildings</b>									
209	Infant Health Clinic, Lynch Street	114,618	85,000	0	(29,618)	114,560	85,000	0	(29,560)
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
<b>Plant and equipment</b>									
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	70,000	70,000	0
1000852	2014 NPR 300 Isuzu Crew Cab Truck (CR16) (carryover 24/25)	0	30,000	30,000	0	0	26,364	26,364	0
10271	2003 Tri Axle Low Loader Trailer (CR2233)(carryover 24/25)	23,111	40,000	16,889	0	21,318	57,273	35,955	0
1000938	2015 Caterpillar 226B3 Skidsteer Loader (CR13) (carryover 24/25)	0	25,000	25,000	0	0	23,636	23,636	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	5,297	9,091	3,794	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
<b>Parks and Ovals</b>									
246	Oval Reticulation	81,000	0	0	(81,000)			0	0
		<b>563,742</b>	<b>547,000</b>	<b>218,867</b>	<b>(235,609)</b>	<b>141,175</b>	<b>271,364</b>	<b>159,749</b>	<b>(29,560)</b>



7 RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous year	55,159	14,442
Levied this year	3,149,171	3,284,181
Less - collections to date	(3,189,888)	(3,272,506)
<b>Net rates collectable</b>	<b>14,442</b>	<b>26,117</b>
% Collected	99.5%	99.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	27,402	3,329	1,096	1,803	33,630
Percentage	0.0%	81.5%	9.9%	3.3%	5.4%	
<b>Balance per trial balance</b>						
Trade receivables						33,630
GST receivable						81,084
Receivables for employee related provisions						34,408
<b>Total receivables general outstanding</b>						<b>149,122</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

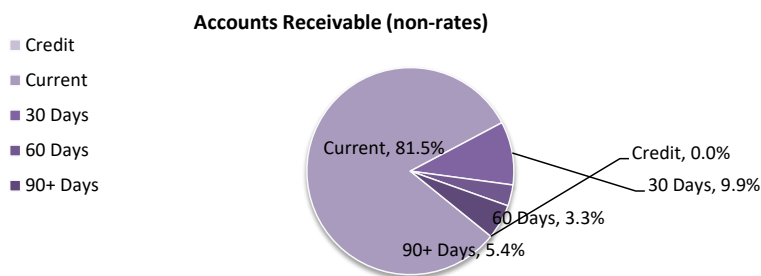
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	\$	\$	\$	\$
<b>Other current assets</b>				
Financial assets at amortised cost	4,259,215	0	0	4,259,215
<b>Inventory</b>				
Fuel	67,803	0	(59,735)	8,068
Land held for resale - Cost of acquisition	100,000	0	0	100,000
<b>Other assets</b>				
Prepayments	0	788	(1,338)	(550)
Joint Ventures	1,272	234,697	(215,145)	20,824
<b>Contract assets</b>				
Contract assets	297,762	0	(297,762)	0
<b>Total other current assets</b>	<b>4,726,052</b>	<b>235,485</b>	<b>(573,980)</b>	<b>4,387,557</b>

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.

Description	Original Budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value			
\$	\$	\$	\$	\$	\$	\$	\$	
Granite Rise - 3 Haydon Close	25,000	42,480	17,480	0	25,000	40,000	15,000	0
Granite Rise - 5 Haydon Close	25,000	39,600	14,600	0	25,000	40,000	15,000	0
Granite Rise - 7 Haydon Close	25,000	44,000	19,000	0	25,000	40,000	15,000	0
Granite Rise - 8 Haydon Close	0	0	0	0	30,000	40,909	10,909	0
Granite Rise - 2 Lawton Way	0	0	0	0	30,000	49,091	19,091	0
Granite Rise - 4 Lawton Way	30,000	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
Granite Rise - 6 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 8 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 10 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 12 Lindsay Rise	0	0	0	0	45,000	75,455	30,455	0
Granite Rise - 16 Lindsay Rise	0	0	0	0	45,000	74,545	29,545	0
Granite Rise - 3 Abe Way	0	0	0	0	30,000	50,000	20,000	0
Granite Rise - 4 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 6 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
Granite Rise - 8 Price Retreat	0	0	0	0	25,000	40,000	15,000	0
	130,000	167,080	67,080	0	520,000	837,274	317,274	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.

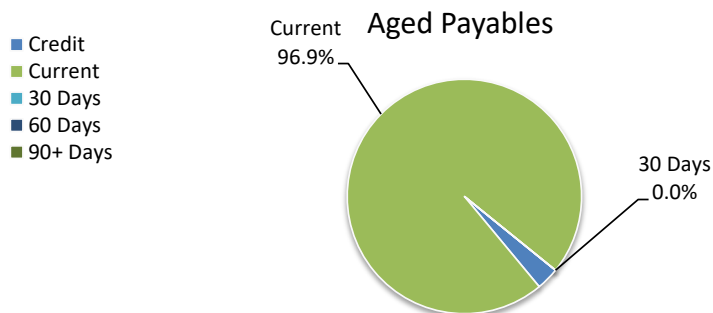
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(369)	11,355	0	0	0	10,986
Percentage	(3.4%)	103.4%	0.0%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						10,986
ATO liabilities						6,215
ATO liabilities						40,842
Payroll Creditors						25,771
Accrued Expenses						(580)
<b>Total payables general outstanding</b>						<b>83,234</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



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	(51,140)	(103,465)	1,075,444	1,023,119	(26,137)	(51,087)
<b>Total</b>		<b>1,126,584</b>	<b>0</b>	<b>0</b>	<b>(51,140)</b>	<b>(103,465)</b>	<b>1,075,444</b>	<b>1,023,119</b>	<b>(26,137)</b>	<b>(51,087)</b>
Current borrowings		103,465					52,326			
Non-current borrowings		1,023,119					1,023,118			
		<b>1,126,584</b>					<b>1,075,444</b>			

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

Other current liabilities	Note	Opening	Liability	Liability	Liability	Closing
		Balance	transferred	Increase	Reduction	Balance
		1 July 2025	from/(to)			31 May 2026
		\$	\$	\$	\$	\$
<b>Other liabilities</b>						
Excess Rates		35,706	0	152,093	(150,052)	37,747
<b>Total other liabilities</b>		35,706	0	152,093	(150,052)	37,747
<b>Employee Related Provisions</b>						
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
<b>Total Provisions</b>		374,081	0	0	0	374,081
<b>Total other current liabilities</b>		<b>409,787</b>	<b>0</b>	<b>152,093</b>	<b>(150,052)</b>	<b>411,828</b>

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 31 MAY 2026**

**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	31 May 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	667,632	667,632	771,501
Grants Commission Grant Received - Local Roads	0	0	0	0	0	386,159	386,156	447,544
DFES LGGS Funding	0	0	0	0	0	115,000	115,000	79,560
CRC Funding Income	0	0	0	0	0	114,967	114,967	114,967
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
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,535,011</b>	<b>1,534,008</b>	<b>1,663,825</b>
<b>Contributions</b>								
CRC Grant Funding Income	0	0	0	0	0	5,500	4,125	1,903
Other Culture Income	0	0	0	0	0	2,500	0	2,591
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>4,125</b>	<b>4,494</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,543,011</b>	<b>1,538,133</b>	<b>1,668,319</b>

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2025			31 May 2026	31 May 2026	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	135,000	67,500	0
Grant - Regional Road Group Income	0	0	0	0	0	400,000	300,000	398,336
Grant - Roads to Recovery Income	0	0	0	0	0	696,426	348,213	557,213
Grant - MRWA Blackspot Income	0	0	0	0	0	207,789	103,895	83,116
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	2,000	1,000	1,000
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	9,898	9,898	0
Grant - Wheatbelt Secondary Freight Network	0	0	0	0	0	59,536	59,536	16,434
Public Utilities Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	0	0
Public Halls and Civic Centres Grant Funding	0	0	0	0	0	0	0	14,529
Public Utilities Other Income	0	0	0	0	0	0	0	19,922
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,545,354</b>	<b>890,042</b>	<b>1,090,550</b>
<b>Capital contributions</b>								
Reimbursements - Tourism Income	0	0	0	0	0	0	0	79
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,545,354</b>	<b>890,042</b>	<b>1,090,629</b>

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2026**

**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:

<b>Description</b>	<b>Opening Balance 1 July 2025</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 31 May 2026</b>
	\$	\$	\$	\$
Community Funds Held	110,912	20,000	(25,000)	<b>105,912</b>
Edna Stevenson Educational Trust	830,721	152	(18,548)	<b>812,325</b>
Police Licensing	3,485	550,288	(546,502)	<b>7,271</b>
Westrail Bus Ticketing	106	909	(871)	<b>144</b>
	<b>945,224</b>	<b>571,349</b>	<b>(590,921)</b>	<b>925,652</b>

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2026**

**15 BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
			Adjustment	Available Cash	Available Cash	Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>		Opening Surplus(Deficit)				0
Grants Commission Grant Received - General Purpose		Operating revenue			(132,506)	(132,506)
Grants Commission Grant Received - Local Roads		Operating revenue		103,869	0	(28,637)
DRFAWA - February 2022 Fire		Operating expenses		61,385	0	32,748
DFES - Mitigation Activity - Fire Management		Operating expenses		0	(143,735)	(110,987)
DRFAWA - Flood Damage Road Reinstatement		Operating expenses		0	(11,621)	(122,608)
DFES LGGS Funding		Operating revenue		0	(56,552)	(179,160)
LGGS - Maintenance Plant & Equipment		Operating expenses		0	(35,440)	(214,600)
LGGS - Clothing and Accessories		Operating expenses		3,000	0	(211,600)
LGGS - Utilities, Rates, & Taxes		Operating expenses		23,000	0	(188,600)
LGGS - Other Goods & Services		Operating expenses		5,000	0	(183,600)
Capital Expense - Other Recreation F&E		Capital expenses		4,440	0	(179,160)
Capital Expenditure - Other Recreation Infra. Parks & Ovals		Capital expenses		45,000	0	(134,160)
Staff Housing Capital Expenditure - Building		Capital expenses		0	(10,000)	(144,160)
Capital Expense - Saleyard F&E		Capital expenses		0	0	(144,160)
Maintenance - Saleyards Expense		Operating expenses		10,000	0	(134,160)
Council Election Expenses		Operating expenses		0	(1,500)	(135,660)
Training Expenses of Members Expense		Operating expenses		12,500	0	(123,160)
Funding - Emergency Power Supply		Operating revenue		0	(3,000)	(126,160)
Capital Expenditure - Emergency Power Supply		Capital expenses		0	(135,000)	(261,160)
Capital Expenditure - CRC Reception Upgrade		Capital expenses		156,000		(105,160)
Rental - LGCHP Units - 36 Jose Street Income		Operating revenue		20,000		(85,160)
Corrigin Tip Maintenance Expenses		Operating expenses		0	(8,331)	(93,491)
Capital Expense - Transfer Station - Infrastructure Other		Capital expenses			(10,000)	(103,491)
Profit on Sale of Inventory - Granite Rise Land Sale		Operating revenue			(6,000)	(109,491)
Transfer to Reserves - Land Subdivision Reserve		Capital expenses		108,374		(1,117)
Granite Rise Operating Expenses		Operating expenses			(108,374)	(109,491)
Swimming Pool Capital Purchases (F&E)		Capital expenses			(15,000)	(124,491)
Transfer to Reserves - Plant Replacement Reserve		Capital expenses			(43,450)	(167,941)
Transfer from Reserves - Plant Replacement Reserve		Capital revenue		20,000		(147,941)
Capital Expenditure - Doyle Road		Capital expenses		23,450		(124,491)
Grant - Roads to Recovery Income		Capital revenue		56,160		(68,331)
Capital Expenditure - Wickepin Corrigin		Capital expenses			(56,160)	(124,491)
Grant - Regional Road Group Income		Capital revenue			(107,654)	(232,145)
Airstrip Maintenance Expense		Operating expenses		71,536		(160,609)
Groundwater Management Expense		Operating expenses		10,000		(150,609)
Public Utilites Other Income		Operating revenue			(12,500)	(163,109)
Long Service Leave Works Expense		Operating expenses		19,922		(143,187)
Transfer to Reserves - Employee Entitlement Reserve		Capital expenses			(10,000)	(153,187)
Public Halls and Civic Centres Grant Funding		Operating revenue		10,000		(143,187)
Transfer from reserves - Roadworks Reserve		Capital revenue		14,529		(128,658)
Capital Expense - Blibarin Hall		Capital expenses		28,658		(100,000)
Capital Expenditure - Road Train Combination		Capital expenses		100,000		0
				<b>906,823</b>	<b>(906,823)</b>	<b>0</b>

**SHIRE OF CORRIGIN  
BUDGET REVIEW INFORMING INFORMATION REPORTS  
FOR THE PERIOD ENDED 31 MAY 2026**

**1. BUDGET AMENDMENTS LISTING**

GL Account Code	Description	Council Resolution	Classification	Original Budget	Proposed Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
						\$	\$	\$	
10652	Profit on Sale of Inventory - Granite Rise Land Sale			175,454	317,273	141,819		141,819	Increase profit on Sale of Inventory - Granite Rise Land Sale
	Transfer to Reserves - Land Subdivision Reserve			-	186,112	-	(117,219)	24,600	Increase transfer to Reserves - Land subdivision Reserve
14810	Granite Rise Operating Expenses			-	39,400	-	(24,600)	0	Increase to Expenses from Sale of Inventory - Granite Rise Land Sale
						141,819	(141,819)		

**SHIRE OF CORRIGIN  
BUDGET REVIEW INFORMING INFORMATION REPORTS  
FOR THE PERIOD ENDED 31 MAY 2026**

**2. RESERVE ACCOUNTS**

Reserve account name	Budget				Actual				Amended Budget				
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Reserve accounts restricted by Council</b>													
Employee Entitlement Reserve	231,168	19,069	0	250,237	231,168	0	0	231,168	231,168	19,069	(10,000)	240,237	
Housing Reserve	478,383	28,771	0	507,154	478,383	0	0	478,383	478,383	28,771	0	507,154	
Office Equipment Reserve	153,372	11,018	0	164,390	153,372	0	0	153,372	153,372	11,018	0	164,390	
Plant Replacement Reserve	1,490,691	78,491	0	1,569,182	1,490,691	0	0	1,490,691	1,490,691	58,491	(23,450)	1,525,732	
Swimming Pool Reserve	280,725	16,015	0	296,740	280,725	0	0	280,725	280,725	16,015	0	296,740	
Roadworks Reserve	291,759	11,448	0	303,207	291,759	0	0	291,759	291,759	11,448	(28,658)	274,549	
Land Subdivision Reserve	271,631	77,738	0	349,369	271,631	0	0	271,631	271,631	303,331	0	574,962	
Townscape Reserve	20,048	787	(20,835)	0	20,048	0	0	20,048	20,048	787	(20,835)	0	
Medical Reserve	91,447	13,588	0	105,035	91,447	0	0	91,447	91,447	13,588	0	105,035	
LGCHP Long Term Maintenance Reserve	18,418	723	(15,000)	4,141	18,418	0	0	18,418	18,418	723	(15,000)	4,141	
Rockview Reserve	12,113	1,475	0	13,588	12,113	0	0	12,113	12,113	1,475	0	13,588	
Senior Citizens Reserve	60,279	2,365	0	62,644	60,279	0	0	60,279	60,279	2,365	0	62,644	
Town Hall Reserve	94,211	8,697	0	102,908	94,211	0	0	94,211	94,211	8,697	0	102,908	
Recreation & Events Centre and surrounds Reserve	542,227	31,276	0	573,503	542,227	0	0	542,227	542,227	31,276	0	573,503	
Bendering Tip Reserve	122,743	14,816	0	137,559	122,743	0	0	122,743	122,743	14,816	0	137,559	
Grants & Contributions Reserve	191,318	7,507	(198,825)	0	191,318	0	(183,078)	8,240	191,318	7,507	(198,825)	0	
Information Technology and Software Reserve	100,000	103,924	0	203,924	100,000	0	0	100,000	100,000	103,924	0	203,924	
	<b>4,450,533</b>	<b>427,708</b>	<b>(234,660)</b>	<b>4,643,581</b>	<b>4,450,533</b>	<b>0</b>	<b>(183,078)</b>	<b>4,267,455</b>	<b>4,450,533</b>	<b>633,301</b>	<b>(296,768)</b>	<b>4,787,066</b>	



## DELEGATION REGISTER

**2026**

Adopted by Council 167 June 20265, Council Resolution XX60/20265

## 1. Local Government Act 1995 Delegations

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## 1. Local Government Act 1995 Delegations

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**1. Local Government Act 1995 Delegations**

**1 Local Government Act 1995 Delegations**

~~1.1 Council to Committees of Council~~

~~1.1.1 Audit and Risk Committee~~

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<del>Local Government Act 1995: s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees</del>
<b>Express Power or Duty Delegated:</b>	<del>Local Government Act 1995: s.7.12A(2), (3) &amp; (4) Duties of Local Government with respect to audits</del>
<b>Delegate:</b>	<del>Audit and Risk Committee</del>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<del>1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: i. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Corrigin; and ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Corrigin's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].</del>
<b>Council Conditions on this Delegation:</b>	<del>a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council.</del>
<b>Express Power to Sub-Delegate:</b>	<del>NIL. Sub-delegation is prohibited by s.7.1B.</del>

<b>Compliance Links:</b>	<del>Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</u>  Audit and Risk Committee Terms of Reference</del>
<b>Record Keeping:</b>	<del>Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.</del>

**Version Control:**

1	<del>Delegations register adopted by Council 18 June 2019</del>
2	<del>Amended by Council 17 June 2025</del>
3	

## 1. Local Government Act 1995 Delegations

### 1.21.1 Council to CEO

#### 1.2.11.1.1 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]</li> <li>3. Authority to give notice of entry [s.3.32].</li> <li>4. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>6. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>b. When exercising authority to authorise persons under s.3.31(2): <ul style="list-style-type: none"> <li>• A register of Authorisations is to be maintained as a Local Government Record.</li> <li>• Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>• Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>NIL</b>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the Local Government Act 1995 and are required to provide Primary and Annual Returns</p> <p><u><a href="#">Local Government Act 1995:</a></u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation</p>
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
3	

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.21.1.2 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing  <i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 Pounds, establishing; poundkeepers and rangers, appointing
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]</li> <li>2. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].</li> <li>3. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].</li> <li>4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].</li> <li>5. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions.</li> <li>c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b>	<b>NIL</b>

# Delegation Register

Shire of Corrigin



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## 1. Local Government Act 1995 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegation Register adopted by Council 17 June 2025
2	

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.31.1.3 Declare Vehicle is Abandoned Vehicle Wreck

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Council Conditions on this Delegation:</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.3 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.  b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Manager Works and Services*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
3	

## 1. Local Government Act 1995 Delegations

### 1.2.41.1.4 Confiscated or Uncollected Goods

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</li> <li>b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>NIL</b>

<b>Compliance Links:</b>	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns
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# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

	<a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under; s.3.47 as if they were property referred to in that section.
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
3	

## 1. Local Government Act 1995 Delegations

### 4-2-51.1.5 Disposal of Sick or Injured Animals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Manager Works and Services*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Shire of Corrigin Health Local Law 2016</a></p>
<b>Record Keeping</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

## 1. Local Government Act 1995 Delegations

### 1.2.61.1.6 Close Thoroughfares to Vehicles

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> <li>• give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>• consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ul> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).</li> <li>c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Manager Works and Services*</b>
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<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is restricted to the closing or partial closing of thoroughfares for the purpose of repairs and maintenance of that thoroughfare.
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Compliance Links:	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns  <i>Land Administration Act 1987</i>
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
3	

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 4-2-71.1.7 Expressions of Interest for Goods and Services

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.1 Purchasing Policy</li> <li>- Policy 3.3 Regional Price Preference Policy</li> </ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1-2-81.1.8 Tenders for Goods and Services – Call Tenders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14 (2a)].</li> <li>4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a) Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where: <ol style="list-style-type: none"> <li>I. proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or</li> <li>II. current supply contract expiry is imminent; and</li> <li>III. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>IV. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> <li>b) In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b>	<b>NIL</b>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

Conditions on the original delegation also apply to the sub-delegations.	
Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"><li>- Policy 3.1 Purchasing Policy</li><li>- Policy 3.3 Regional Price Preference Policy</li></ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 15 June 2021
3	Amended. Delegations register adopted by Council 21 June 2022

## 1. Local Government Act 1995 Delegations

### 4.2.91.1.9 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 (2)(j) Exercising contract extension options r.18 (2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine:                         <ol style="list-style-type: none"> <li>i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> <li>ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&amp;G r.18(4)].</li> </ol> </li> <li>4. Authority to decline to accept any tender [F&amp;G r.18(5)].</li> <li>5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> <li>6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&amp;G r.20(2)].</li> <li>8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value <b>beyond 10% or</b></li> </ol>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

	<p><b>to a maximum of \$100,000</b> whichever is the lesser value [F&amp;G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
<p><b>Council Conditions on this Delegation:</b></p>	<p>a. Exercise of authority under F&amp;G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> <li>i. The total consideration under the resulting contract is \$250,000 or less;</li> <li>ii. The expense is included in the adopted Annual Budget; and</li> <li>iii. The tenderer has complied with requirements under F&amp;G r.18(2) and (4).</li> </ul> <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&amp;G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&amp;G r.21A(a)] must comply with the adopted Purchasing Policy 3.1 and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <b>and</b> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
<p><b>Express Power to Sub-Delegate:</b></p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

<p><b>Sub-Delegate/s:</b> <i>Appointed by CEO</i></p>	<p><b>NIL</b></p>
<p><b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	<p><b>NIL</b></p>

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## 1. Local Government Act 1995 Delegations

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"><li>- Policy 3.1 Purchasing Policy</li><li>- Policy 3.3 Regional Price Preference Policy</li></ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council
2	Amended. Delegations register adopted by Council 15 June 2021
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## 1. Local Government Act 1995 Delegations

### 4.2.101.1.10 Tenders for Goods and Services - Exempt Procurement

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government												
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited ( <i>exemptions</i> )												
<b>Delegate:</b>	<b>Chief Executive Officer</b>												
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&amp;G.r.11(2)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&amp;G r.11(2)(f)].</li> </ol>												
<b>Council Conditions on this Delegation:</b>	<p>a. Tender exempt procurement under F&amp;G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&amp;G.r.11(2)(b)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&amp;G.r.11(2)(e)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&amp;G.r.(2)(f)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&amp;G.r.11(2)(g)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply</td> <td style="text-align: center;">\$250,000* <i>*as specified in F&amp;G.r.11(2)(h)(ii)</i></td> </tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply	\$250,000* <i>*as specified in F&amp;G.r.11(2)(h)(ii)</i>
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply	\$250,000* <i>*as specified in F&amp;G.r.11(2)(h)(ii)</i>												

## 1. Local Government Act 1995 Delegations

	Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	<p>b. Tender exempt procurement under F&amp;G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> <li>i. A detailed specification;</li> <li>ii. The outcomes of market testing of the specification;</li> <li>iii. The reasons why market testing has not met the requirements of the specification;</li> <li>iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and</li> <li>v. The expense is included in the adopted Annual Budget.</li> </ul> <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p>	

**Express Power to Sub-Delegate:**

*Local Government Act 1995:*  
s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	<p>*Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.1 Purchasing Policy</li> </ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 15 June 2021
2	Amended. Delegations register adopted by Council 21 June 2022
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## 1. Local Government Act 1995 Delegations

### 1.2.11.1.11 Panels of Pre-Qualified Suppliers for Goods and Services

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&amp;G r.24AD(3)].</li> <li>3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>6. Authority to request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>7. Authority to decline to accept any application [F&amp;G r.24AH(5)].</li> <li>8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&amp;G r.24AJ(1)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.</li> </ol>

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## 1. Local Government Act 1995 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p><a href="#">WALGA Subscription Service</a> – Procurement Toolkit</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.1 Purchasing Policy</li> <li>- Policy 3.3 Regional Price Preference Policy</li> </ul>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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## 1. Local Government Act 1995 Delegations

### 1.1.12 Application of Regional Price Preference Policy

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns  <a href="#">Shire of Corrigin Register of Policies:</a> <ul style="list-style-type: none"> <li>- Policy 3.1 Purchasing Policy</li> <li>- Policy 3.3 Regional Price Preference Policy</li> </ul>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
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## 1. Local Government Act 1995 Delegations

### ~~4.2.13~~ 1.1.13 Renewal or Extension of Contracts during a State of Emergency

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)].  This authority relates to: <ul style="list-style-type: none"> <li>• contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and</li> <li>• contracts formed through a public tender.</li> </ul>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:                         <ol style="list-style-type: none"> <li>i. It is exercised at the sole discretion of the Local Government;</li> <li>ii. It is in the best interests of the Local Government;</li> <li>iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</li> <li>iv. It has potential to promote local and/or regional economic benefits.</li> </ol> </li> <li>b. This authority may only be exercised where the total consideration for the renewal or extension is \$250,000 or less.</li> <li>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</li> <li>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</li> <li>e. This authority may only be exercised where the total consideration under the resulting contract is which is over \$250,000 or less.</li> </ol>

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## 1. Local Government Act 1995 Delegations

	f. The CEO cannot sub-delegate this authority.
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Compliance Links:	<a href="#">Local Government (Functions and General) Regulations 1996</a> <a href="#">WALGA Subscription Service</a> – Procurement Toolkit <a href="#">Shire of Corrigin Register of Policies:</a> <ul style="list-style-type: none"><li>- Policy 3.1 Purchasing Policy</li></ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegation Register adopted by Council 21 June 2022
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## 1. Local Government Act 1995 Delegations

### 1.2.141.1.14 Procurement of Goods or Services required to address a State of Emergency

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> <li>1. Determine that particular goods or services with a purchasing value &gt;\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&amp;G r11(3)(b)]; and</li> <li>2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&amp;G r.11(2)(aa)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.</li> <li>b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.</li> <li>c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8.</li> <li>d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.</li> <li>e. The CEO cannot sub-delegate this authority.</li> </ol>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

Compliance Links:	<a href="#">Local Government (Functions and General) Regulations 1996</a> <a href="#">WALGA Subscription Service</a> – Procurement Toolkit <a href="#">Shire of Corrigin Register of Policies:</a> <ul style="list-style-type: none"><li>- Policy 3.1 Purchasing Policy</li></ul> <i>These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the Emergency Management Act 2005) is in force and applies to all or part of the Local Government District.</i>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegation Register adopted by Council 21 June 2022
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## 1. Local Government Act 1995 Delegations

### 1.1.15 Disposing of Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property <i>Local Government (Functions and General) Regulations 1996:</i> r.30 Dispositions of property excluded from Act s.3.58
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to:             <ol style="list-style-type: none"> <li>(a) to the highest bidder at public auction [s.3.58(2)(a)].</li> <li>(b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> <li>3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58:             <ol style="list-style-type: none"> <li>(a) disposal of land to an adjoining owner, where the market value is less than \$5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&amp;G.r.30(2)(a)]</li> <li>(b) disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&amp;G.r.30(2)(d)].</li> <li>(c) disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&amp;G.r.30(2)(e)]</li> <li>(d) disposal of land, by lease, of a residential property to a person for residential purposes [F&amp;G.r.30(2)(f)].</li> <li>(e) disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&amp;G.r.(2A)]</li> <li>(f) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&amp;G r.30(3)(a)]</li> <li>(g) disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to</li> </ol> </li> </ol>

**1. Local Government Act 1995 Delegations**

	<p>purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&amp;G.r.30(3)(b)]</p> <p><u>4. Authority to determine new leases, licenses or rental of land or property for periods of 2 years or less.</u></p> <p><u>5. Authority to exercise renewal or extension options within existing leases, licences or rental agreements for periods of 2 years or less, where:</u></p> <p><u>(a) The lease, licence or rental agreement contains a renewal or extension clause previously approved by Council; and</u></p> <p><u>(b) The lessee or licensee has satisfactorily complied with all obligations under the agreement; and</u></p> <p><u>(c) Any administrative changes are minor in nature and do not materially alter the financial value, permitted use, risk profile, or duration of the agreement.</u></p>
<p><b>Council Conditions on this Delegation:</b></p>	<p><b><u>General Asset &amp; Property Sale Conditions</u></b></p> <p>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</p> <p>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to,</p> <p>I. a maximum value of \$20,000 or less for property, plant, furniture and equipment.</p> <p>II. the reserve price as set by Council for vacant land including variance outlined in (c).</p> <p>c. When determining the method of disposal:</p> <ul style="list-style-type: none"> <li>• Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>○ Reserve price has been set by independent valuation.</li> <li>○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>• Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>○ Negotiate the sale of the property up to a -10% variance on the valuation; and</li> </ul> </li> </ul>

## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> <p>d. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• <u>In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a NIL market value, then the disposal must ensure environmentally responsible disposal.</u></li> </ul> <p><b><u>Specific Leasing, Licencing and Rental Conditions</u></b></p> <p>e. <u>For transactions relating to land or building leases, licences, or rental agreements, the maximum total consideration is extended up to \$50,000 (ex GST) for the full term (including extensions), overriding the general \$20,000 limit specified in Condition b(l).</u></p> <p>f. <u>All new or renewed leases, licences or rental of land or property for a term exceeding 2 years are to be referred to Council for determination, except for staff housing or privately owned housing arrangements.</u></p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government Act 1995</a> s.3.58 Disposal of Property</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> r.30 Dispositions of property excluded from Act s. 3.58</p> <p><i>Land Administration Act 1987</i> – where Ministerial approval is required before Crown Land may be disposed of.</p> <p>Council Policy Disposal of Property</p>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

<b>Version Control:</b>	
1	Delegations register adopted by Council 18 June 2019
2	Minor Amendment 23 October 2023
3	Amended by Council 17 June 2025
4	<u>Amended by Council 16 June 2026</u>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.161.1.16 Payments from the Municipal or Trust Funds

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Council Conditions on this Delegation:</b>	a. Authority to make payments is subject to annual budget limitations.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Senior Finance Officer*</b> <b>Deputy CEO*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</li> <li>Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Deputy CEO.</li> <li>Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.</li> </ol>

<b>Compliance Links:</b>	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government Act 1995</a></p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><a href="#">Local Government (Audit) Regulations 1996</a></p> <p>Department of Local Government, Sport and Cultural Industries: <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a></p> <p>Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a></p>
<b>Record Keeping:</b>	Invoices and authorisations to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

### 1.2.171.1.17 Defer, Grant Discounts, Waive or Write Off Debts

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Corrigin [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Corrigin [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Corrigin [s.6.12(1)(c)]</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge.</li> <li>b. A debt may only be waived where: <ol style="list-style-type: none"> <li>i. It is up to \$2,000 and considered solely on its merits.</li> <li>ii It is for the waiving of fees up to an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 3.6.</li> </ol> </li> <li>c. A concession may only be granted where: <ol style="list-style-type: none"> <li>i. It is up to \$2,000 and considered solely on its merits.</li> <li>ii To an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups in accordance with Policy 3.6.</li> </ol> </li> <li>d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Corrigin. <ol style="list-style-type: none"> <li>i. Limited to individual debts valued below \$1,000 if it is more than 12 months old or less than \$200 if it is between 90 days and 12 months old, or cumulative debts of a debtor valued below \$1,000 over a 12 month period. Write off of debts greater than these values must be referred for Council decision.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p>Collection of Rates Debts – refer Delegations:</p> <p>Delegation 1.2.17 Agreement as to Payment of Rates and Service Charges Delegation 1.2.18 Recovery of Rates or Service Charges Delegation 1.2.19 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.2.20 Recovery of Rates Debts – Actions to Take Possession of the Land</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"><li>- Policy 3.13 Debt Collection</li><li>- Policy 3.6 Charitable Organisations</li></ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

## 1. Local Government Act 1995 Delegations

### 1.1.18 Power to Invest and Manage Investments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 3.10.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once every 3 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>1. A decision to invest must be jointly confirmed by the CEO.</li> </ol>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"><li>- Policy 3.10 Investment of Funds</li></ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.191.1.19 Rate Record Amendment

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Council Conditions on this Delegation:</b>	a. Delegates must comply with the requirements of s.6.40 of the Act.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns  <a href="#">Local Government Act 1995</a>  s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.201.1.20 Agreement as to Payment of Rates and Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Council Conditions on this Delegation:</b>	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Limited to an outstanding amount of up to \$10,000

<b>Compliance Links:</b>	*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns  <a href="#">Shire of Corrigin Register of Policies:</a> - Policy 3.11 Rates Procedure for Unpaid Rates
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Amended – Delegations Register adopted by Council 21 June 2022

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### ~~1.2.21~~ 1.1.21 Recovery of Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	Decisions under this delegation must comply with Council Policy 3.11 Rates – Procedure for Unpaid Rates, 2.12 Financial Hardship Policy & 3.13 Debt Collection
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.11 Rates Procedure for Unpaid Rates</li> <li>- Policy 3.12 Financial Hardship Policy</li> <li>- Policy 3.13 Debt Collection</li> </ul>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.221.1.22 Recovery of Rates Debts – Require Lessee to Pay Rent

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Corrigin [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	Decisions under this delegation must comply with Council Policy 3.11 Rates – Procedure for Unpaid Rates, 3.12 Financial Hardship Policy & 3.13 Debt Collection
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government Act 1995</a> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.11 Rates Procedure for Unpaid Rates</li> <li>- Policy 3.12 Financial Hardship Policy</li> <li>- Policy 3.13 Debt Collection</li> </ul>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021

## 1. Local Government Act 1995 Delegations

### 4.2.231.1.23 Recovery of Rates Debts - Actions to Take Possession of the Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:             <ol style="list-style-type: none"> <li>i. lease the land, or</li> <li>ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months:                 <ol style="list-style-type: none"> <li>I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>II. cause the land to be transferred to the Shire of Corrigin [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy 3.11 Rates – Procedure for Unpaid Rates, 3.12 Financial Hardship Policy &amp; 3.13 Debt Collection</li> <li>b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</li> <li>c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO*</b> <b>Senior Finance Officer*</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government Act 1995</a> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 3.11 Rates Procedure for Unpaid Rates</li> <li>- Policy 3.12 Financial Hardship Policy</li> <li>- Policy 3.13 Debt Collection</li> </ul>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021
4	Amended. Delegations register adopted by Council 21 June 2022

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

### 1.2.241.1.24 Rate Record – Objections

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>NIL</b>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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## 1. Local Government Act 1995 Delegations

### 1.31.2 CEO to Employees

#### 1.3.11.2.1 Financial Management Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
<b>Delegate/s:</b>	<b>Deputy Chief Executive Officer *</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire of Corrigin;</li> <li>ii. Safe custody and security of money collected or held by the Shire of Corrigin;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority 1.2.13;</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol> </li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL.

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

Compliance Links:	<p>*Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</p> <p><a href="#">Local Government Act 1995</a></p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a></p> <p><a href="#">Local Government (Audit) Regulations 1996</a></p> <p>Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a></p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p>
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
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## 1. Local Government Act 1995 Delegations

### 1.3.21.2.2 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election  <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Delegate/s:</b>	<b>Deputy Chief Executive Officer*</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)].</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)].</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</li> <li>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</li> </ol>

# Delegation Register

Shire of Corrigin



## 1. Local Government Act 1995 Delegations

<b>CEO Conditions on this Delegation:</b>	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
<b>Express Power to Sub-Delegate:</b>	NIL

<b>Compliance Links:</b>	*Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegation Register adopted by Council 21 June 2022
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.3.31.2.3 Destruction of Electoral Papers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
<b>Delegate/s:</b>	<b>Deputy Chief Executive Officer*</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
<b>CEO Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	NIL

<b>Compliance Links:</b>	*Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns.  Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegation Register adopted by Council 21 June 2022
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.3.41.2.4 Information to be Available to the Public

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Delegate/s:</b>	<b>Deputy Chief Executive Officer*</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	NIL

<b>Compliance Links:</b>	*Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns.
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegation Register adopted by Council 21 June 2022
2	Amended by Council 17 June 2025
3	

**2. Building Act 2011 Delegations**

**2 Building Act 2011 Delegations**

**2.1 Council to CEO / Employees**

**2.1.1 Grant a Building Permit**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p><a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><a href="#">Building Services (Registration Act) 2011</a> – Section 7</p> <p><a href="#">Home Building Contracts Act 1991</a> – Part 3A, Division 2 – Part 7, Division 2</p> <p><a href="#">Building and Construction Industry Training Levy Act 1990</a></p> <p><a href="#">Heritage Act 2018</a></p>
<b>Record Keeping:</b>	Signed Building Permits to be entered into the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

## 2. Building Act 2011 Delegations

### 2.1.2 Demolition Permits

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].                         <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<p><a href="#"><u>Building Act 2011</u></a>  s.119 Building and demolition permits – application for review by SAT  s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 — Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Signed Demolition Permits to be entered into the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

## 2. Building Act 2011 Delegations

### 2.1.3 Occupancy Permits or Building Approval Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Building Act 2011:</i> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT
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# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	Signed Occupancy Permits or Building Approval Certificates to be entered into the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.</li> </ol> <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<p><a href="#"><i>Building Act 2011:</i></a></p> <p>s.97 requires each person designated as an authorised person must have an identity card.</p> <p>r.5A Authorised persons (s.3) – definition</p>
<b>Record Keeping:</b>	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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## 2. Building Act 2011 Delegations

### 2.1.5 Designate Employees of Contracted Service Provider as Authorised Persons (Inspectors)

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.4A Authorised persons
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire of Corrigin as an authorised person [r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with.</li> <li>2. Authority to revoke designation as an authorised person [r.4A(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	NIL

<b>Compliance Links:</b>	<i>Building Regulations 2012:</i> r.4B Identity cards
<b>Record Keeping:</b>	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 17 June 2015
2	

## 2. Building Act 2011 Delegations

### 2.1.6 Building Orders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to:                         <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>3. Authority to revoke a building order [s.117].</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to:                         <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<u><a href="#">Building Act 2011:</a></u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Section 146 Confidentiality Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Signed Building Orders to be entered into the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.7 Inspection and Copies of Building Records

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<a href="#">Building Act 2011:</a> s.146 Confidentiality
Record Keeping:	File Note to be placed in Central Records system on property file.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.8 Referrals and Issuing Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Corrigin's District [s.145A(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Copies of all Referrals and Issued Certificates to be entered into the Shire of Corrigin Central Records system

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.9 Private Pool Barrier – Alternative and Performance Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Environmental Health Officers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Local Laws relating to Fencing</a>
<b>Record Keeping:</b>	Signed letters, inspection records and notices to be entered into the Shire of Corrigin Central Records system

<b>Version Control:</b>	
1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	Amended by Council 17 June 2025

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.10 Smoke Alarms – Alternative Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Environmental Health Officers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Signed letters, inspection records and other documents to be entered into the Shire of Corrigin Central Records system

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

# Delegation Register

Shire of Corrigin



## 2. Building Act 2011 Delegations

### 2.1.11 Appointment of approved officers and authorised officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<a href="#"><i>Building Regulations 2012:</i></a> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 21 June 2022
2	
3	

## 3. Bush Fires Act 1954 Delegations

### 3 Bush Fires Act 1954 Delegations

#### 3.1 Council to CEO, President and Bush Fire Control Officer

##### 3.1.1 Make Request to FES Commissioner – Control of Fire

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Corrigin that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note to be entered into the Shire of Corrigin Central Records System.

##### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

**3. Bush Fires Act 1954 Delegations**

**3.1.2 Prohibited Burning Times - Vary**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>President and Chief Bush Fire Control Officer (jointly)</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer if forest land is situated in the district [s.17(7)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 9.2 Bushfire Control
<b>Record Keeping:</b>	Notices of variations to be entered into the Shire of Corrigin Central Records system.

**Version Control:**

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

**3. Bush Fires Act 1954 Delegations**

**3.1.3 Prohibited Burning Times – Control Activities**

<p><b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p><b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i></p>	<p><i>Bush Fires Act 1954:</i> s.48 Delegation by local government</p>
<p><b>Express Power or Duty Delegated:</b></p>	<p><i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<p><b>Delegate:</b></p>	<p><b>Chief Executive Officer</b></p>
<p><b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Corrigin or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>

# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

<b>Council Conditions on this Delegation:</b>	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 9.2 Bushfire Control
<b>Record Keeping:</b>	File Note, notices or records of decisions to be entered in to the Shire of Corrigin Central Records System.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

## 3. Bush Fires Act 1954 Delegations

### 3.1.4 Restricted Burning Times – Vary and Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].                         <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> </ol>

### 3. Bush Fires Act 1954 Delegations

	<p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice s.27(3).</p> <p>9. Authority to recover the cost of measures taken by the Shire of Corrigin or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Register of Policies:</a> <ul style="list-style-type: none"> <li>- Policy 9.2 Bushfire Control</li> </ul>
<b>Record Keeping:</b>	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

**Version Control:**

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegation Register adopted by Council 21 June 2022
3	

## 3. Bush Fires Act 1954 Delegations

### 3.1.5 Control of Operations Likely to Create Bush Fire Danger

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>c. a person using explosives [r.39D(2)].</li> <li>d. a person using fireworks [r.39E(3)]</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
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## 3. Bush Fires Act 1954 Delegations

### 3.1.6 Burning Garden Refuse / Open Air Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25  <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].                         <ol style="list-style-type: none"> <li>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:                         <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL

# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
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<b>Compliance Links:</b>	NIL
<b>Record Keeping:</b>	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
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## 3. Bush Fires Act 1954 Delegations

### 3.1.7 Firebreaks

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 9.1 Roadside Burning and Spraying
Record Keeping:	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

### 3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and</li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Corrigin [s.38(5A)]</li> <li>3. Authority to appoint a Fire Weather Officer, selected from Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> <li>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The delegation is limited to the appointment of members of volunteer bush fire brigades, Shire Rangers and Emergency Services Staff.</li> <li>b. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and</li> <li>c. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 9.2 Bush Fire Control
Record Keeping:	Letters of Appointment to be entered in to the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

### 3.1.9 Control and Extinguishment of Bush Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].             <ol style="list-style-type: none"> <li>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	NIL
<b>Record Keeping:</b>	File Note, notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

### 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Corrigin or those on behalf of the Shire of Corrigin to do [s.58].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	NIL
<b>Record Keeping:</b>	File Note, Infringement notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 3. Bush Fires Act 1954 Delegations

### 3.1.11 Prosecution of Offences

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Delegate:</b>	<b>Bush Fire Control Officer</b> <b>Chief Executive Officer</b> <b>Shire Ranger (This delegation can only be enacted by a Shire Employee and not a contractor)</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

<b>Compliance Links:</b>	<a href="#"><i>Bush Fires Act 1954:</i></a> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
<b>Record Keeping:</b>	File Note, Infringement notices or records of decisions to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

**4. Cat Act 2011 Delegations**

**4 Cat Act 2011 Delegations**

**4.1 Council to CEO**

**4.1.1 Cat Registrations**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Corrigin's District [Regs. Sch. 3 cl.1(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO</b> <b>Customer Service Officers</b> <b>Administration Officers</b> <b>Finance Officers</b> <b>Shire Rangers (This delegation can only be enacted by a Shire Employee not a contractor.)</b>
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# Delegation Register

Shire of Corrigin



## 4. Cat Act 2011 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is limited to Function 1 to 4 of this delegation.
Compliance Links:	<a href="#">Cat Regulations 2012</a> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2))  Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .
Record Keeping:	Registration Notices, Notices and File Notes to be entered into the Shire of Corrigin Central Records System.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Delegations register adopted by Council 15 June 2021
4	Amended – Delegations Register adopted by Council 21 June 2022

# Delegation Register

Shire of Corrigin



## 4. Cat Act 2011 Delegations

### 4.1.2 Cat Control Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Corrigin's District [s.26].
<b>Council Conditions on this Delegation:</b>	Nil
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Shire Rangers(This delegation can only be enacted by a Shire Employee not a contractor.)</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<a href="#">Cat Regulations 2012</a> r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
<b>Record Keeping:</b>	Copy of Notice to be entered into the Shire of Corrigin Central Records System.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended – Delegations Register adopted by Council 21 June 2022
3	

## 4. Cat Act 2011 Delegations

### 4.1.3 Approval to Breed Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<a href="#">Cat Regulations 2012:</a> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Approvals, File Notes and other correspondence to be entered in to the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 4. Cat Act 2011 Delegations

### 4.1.4 Recovery of Costs – Destruction of Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
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## 4. Cat Act 2011 Delegations

### 4.1.5 Applications to Keep Additional Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)]</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Review rights in accordance with r. 11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>NIL</b>

Compliance Links:	<b>NIL</b>
Record Keeping:	Application Forms, Approvals, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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# Delegation Register

Shire of Corrigin



## 4. Cat Act 2011 Delegations

### 4.1.6 Reduce or Waiver Registration Fee

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
<b>Council Conditions on this Delegation:</b>	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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## 4. Cat Act 2011 Delegations

### 4.2 Cat Act Delegations - CEO to Employees

#### 4.2.1 Infringement Notices – Extensions and Withdrawals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
<b>Delegate/s:</b>	<b>Deputy CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	<a href="#">Cat Regulations 2012:</a> r.28 Withdrawal of infringement notice (s.65(1))
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations Register adopted by Council 21 June 2022
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5. Dog Act 1974 Delegations

**5 Dog Act 1974 Delegations**

**5.1 Dog Act Delegations Council to CEO**

**5.1.1 Appoint Registration Officer**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.3 Terms Used ( <i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i> )
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
<b>Council Conditions on this Delegation:</b>	<ul style="list-style-type: none"> <li>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. A register of Authorisations is to be maintained as a Local Government Record.</li> <li>c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<b>NIL</b>

Compliance Links:	<b>NIL</b>
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person’s personnel file.

**5. Dog Act 1974 Delegations**

	A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
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**Version Control:**

1	Delegations register adopted by Council 21 June 2022
2	Amended by Council 17 June 2025
3	

# Delegation Register

Shire of Corrigin



## 5. Dog Act 1974 Delegations

### 5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$100 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	NIL
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

## 5. Dog Act 1974 Delegations

### 5.1.3 Refuse or Cancel Registration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where:                         <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)].</li> <li>4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)].                         <ol style="list-style-type: none"> <li>i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> </ol>

# Delegation Register

Shire of Corrigin



## 5. Dog Act 1974 Delegations

<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	NIL
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<a href="#">Dog Act 1976</a> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)  <a href="#">Shire of Corrigin Dogs Local Law 2021</a>
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended. Delegations register adopted by Council 21 June 2022
3	

## 5. Dog Act 1974 Delegations

### 5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
<b>Council Conditions on this Delegation:</b>	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Decisions under this delegation must comply with the relevant provisions of the <i>Dog Act 1976</i> and the <i>Shire of Corrigin Dogs Local Law 2021</i>, including:</p> <ul style="list-style-type: none"> <li>• Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)].</li> <li>• Apply the provisions of s.26(4).</li> </ul> <p>c. Conditions that must be applied to an approved exemption, include:</p> <ul style="list-style-type: none"> <li>• Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO.</li> <li>• Registrations for each dog subject of the approved exemption must be current and maintained.</li> <li>• An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.</li> </ul> <p>d. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO</b>
<b>CEO Conditions on this Sub-Delegation:</b>	NIL

# Delegation Register

Shire of Corrigin



## 5. Dog Act 1974 Delegations

<i>Conditions on the delegation also apply to sub-delegation.</i>	
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Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal <i>Shire of Corrigin Dogs Local Law 2021</i>
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

### Version Control:

1	Delegation endorsed by Council 19 November 2024
2	

# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 5.1.5 Recovery of Moneys Due Under this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy Chief Executive Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
<b>Record Keeping:</b>	File Notes, Infringement notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 5.1.6 Dispose of or Sell Dogs Liable to be Destroyed

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO</b> <b>Shire Rangers (Must be a Shire Employee)</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	NIL
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	Amended. Delegations register adopted by Council 21 June 2022

# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 5.1.7 Declare Dangerous Dog

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy Chief Executive Officer Shire Rangers (Must be a Shire Employee)</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

<b>Compliance Links:</b>	<i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i>  <a href="#">Shire of Corrigin Dogs Local Law 2021</a>  <i>Note – The CEO cannot hold this Delegation, and the right to revoke s33(h)(1) and (2)</i>  <a href="#">Dog Act 1976:</a> s.33F(6) Owners to be Notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations Register adopted by Council 21 June 2022
2	
3	

# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Deputy CEO</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended - Delegations register adopted by Council 16 June 2020
3	

**6. Food Act 2008 Delegations**

**6 Food Act 2008 Delegations**

**6.1 Council to CEO**

**6.1.1 Determine Compensation**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Delegate:</b>	<b>Chief Executive Officer Environmental Health Officers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal  <a href="#">Shire of Corrigin Register of Policies:</a> - Policy 12.1 Food Safety Compliance and Enforcement
<b>Record Keeping:</b>	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

**Version Control:**

1	Delegations register adopted by Council 18 June 2019
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## 6. Food Act 2008 Delegations

### 6.1.2 Prohibition Orders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Environmental Health Officers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal  <a href="#">Shire of Corrigin Register of Policies:</a> - Policy 12.1 Food Safety Compliance and Enforcement
<b>Record Keeping:</b>	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
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## 6. Food Act 2008 Delegations

### 6.1.3 Food Business Registrations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Environmental Health Officers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>• Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>• WA Priority Classification System</li> <li>• Verification of Food Safety Program Guideline</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal  <a href="#">Shire of Corrigin Register of Policies:</a>  - Policy 12.1 Food Safety Compliance and Enforcement
<b>Record Keeping:</b>	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

## 6. Food Act 2008 Delegations

### 6.1.4 Appoint Authorised Officers and Designated Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors</li> <li>• Appointment of Authorised Officers</li> <li>• Appointment of Authorised Officers – Designated Officers only</li> <li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	<p>s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p> <p><a href="#">Shire of Corrigin Register of Policies:</a></p> <ul style="list-style-type: none"> <li>- Policy 12.1 Food Safety Compliance and Enforcement</li> </ul>
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# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.  A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
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### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 6.1.5 Debt Recovery and Prosecutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Environmental Health Officers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 12.1 Food Safety Compliance and Enforcement - Policy 3.13 Debt Collection
<b>Record Keeping:</b>	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
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# Delegation Register

Shire of Corrigin



## 6. Food Act 2008 Delegations

### 6.1.6 Food Businesses List – Public Access

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Environmental Health Officers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

<b>Compliance Links:</b>	<a href="#">Shire of Corrigin Register of Policies:</a> - Policy 12.1 Food Safety Compliance and Enforcement
<b>Record Keeping:</b>	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
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## 8. Public Health Act 2016 Delegations

### 7 Public Health Act 2016 Delegations

#### 7.1 Council to CEO

##### 7.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express Power or Duty Delegated:</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
<b>Council Conditions on this Delegation:</b>	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
<b>Express Power to Sub-Delegate:</b>	NIL – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

<b>Compliance Links:</b>	<i>Criminal Procedure Act 2004 – Part 2</i>
<b>Record Keeping:</b>	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.  A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
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# Delegation Register

Shire of Corrigin



## 8. Public Health Act 2016 Delegations

### 7.1.2 Enforcement Agency Reports to the Chief Health Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Delegate:</b>	<b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Corrigin [s.22(1)]</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<a href="#">Public Health Act 2016</a> s.20 Conditions on performance of functions by enforcement agencies.
<b>Record Keeping:</b>	File Notes, Reports and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

## 8. Public Health Act 2016 Delegations

### 7.1.3 Designate Authorised Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>i. The Public Health Act 2016 or other specified Act</li> <li>ii. Specified provisions of the Public Health Act 2016 or other specified Act</li> <li>iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; OR</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>c. a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Subject to each person so appointed being; <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<p><a href="#">Public Health Act 2016</a></p> <ul style="list-style-type: none"> <li>s.20 Conditions on performance of functions by enforcement agencies.</li> <li>s.25 Certain authorised officers required to have qualifications and experience.</li> <li>s.26 Further provisions relating to designations</li> <li>s.27 Lists of authorised officers to be maintained</li> <li>s.28 When designation as authorised officer ceases</li> <li>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</li> <li>s.30 Certificates of authority</li> <li>s.31 Issuing and production of certificate of authority for purposes of other written laws</li> <li>s.32 Certificate of authority to be returned.</li> <li>s.136 Authorised officer to produce evidence of authority</li> </ul>
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# Delegation Register

Shire of Corrigin



## 8. Public Health Act 2016 Delegations

	<p><a href="#">Criminal Investigation Act 2006</a>, Parts 6 and 13 – refer s.245 of the <a href="#">Public Health Act 2016</a></p> <p><a href="#">The Criminal Code</a>, Chapter XXVI – refer s.252 of the <a href="#">Public Health Act 2016</a></p>
Record Keeping:	<p>Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>

### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

## 8. Public Health Act 2016 Delegations

### 7.1.4 Dealing with Seized Items

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263].</li> <li>2. Authority to recover the cost of destruction or disposal of forfeited items [s.262].</li> <li>3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
<b>Express Power to Sub-Delegate:</b>	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<a href="#">Public Health Act 2016</a> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	Amended by Council 17 June 2025
3	

# Delegation Register

Shire of Corrigin



## 8. Public Health Act 2016 Delegations

### 7.1.5 Commence Proceedings

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<a href="#">Public Health Act 2016</a> s.20 Conditions on performance of functions by enforcement agencies.  <a href="#">Shire of Corrigin Health Local Law 2016</a>
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

#### Version Control:

1	Delegations register adopted by Council 18 June 2019
2	
3	

## 8 Planning and Development Act 2005 Delegations

### 8.1 Council to CEO

#### 8.1.1 Illegal Development

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>(a) to remove, pull down, take up, or alter the development; and</li> <li>(b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

# Delegation Register

Shire of Corrigin



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Compliance Links:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

## Version Control:

1	Amended. Delegations register adopted by Council 21 June 2022
2	
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# Delegation Register

Shire of Corrigin



## 8.1.2 Certain Town Planning Functions Relating to Local Planning Scheme No.2

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO s. 5.44 CEO may delegate powers and duties to other employees s. 5.45 Other matters relevant to delegations under this division s. 5.46 Register of, and records relevant to, delegations to CEO and employees
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005:</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 -Schedule 2 (Deemed Provisions) Clauses 82, 83 &amp; 84</i> <i>Shire of Corrigin Local Planning Scheme No.2</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82, 83 and 84 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows: <ol style="list-style-type: none"> <li>1.0 <u>Advertising Applications for Development Approval</u>                           Public advertising of Applications for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers.</li> <li>2.0 <u>Consideration and Final Determination of Applications for Development Approval</u> <ol style="list-style-type: none"> <li>2.1 Approve Applications for Development Approval with a use permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and impose conditions as required where:                             <ol style="list-style-type: none"> <li>a)The proposed development is compliant with all relevant standards and requirements, including minor variations thereto where no substantial impacts will occur; and</li> <li>b)No valid planning objections have been received (if advertised)</li> </ol> </li> <li>2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding</li> </ol> </li> </ol>

	<p>development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>2.3 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>2.4 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>2.5 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Corrigin Local Planning Scheme No.2).</p> <p>2.6 With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:</p> <ul style="list-style-type: none"> <li>a) Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or</li> <li>b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or</li> <li>c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified.</li> </ul> <p>3.0 <u>Use Not Listed</u></p> <p>To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Shire of Corrigin Local Planning Scheme No.2 is consistent, may be consistent</p>
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	<p>or is not consistent with the objectives of the zone and publicly advertise an Application for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where the use may be consistent with the objectives of the subject land's relevant zoning classification.</p> <p>4.0 <u>Advertising Extensions for Local Planning Scheme Amendments</u></p> <p>To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).</p> <p>5.0 <u>Directions Regarding Unauthorised Development</u></p> <p>To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the <i>Planning and Development Act 2005</i> incidental to such written direction, including but not limited to:</p> <ul style="list-style-type: none"><li>a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or</li><li>b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.</li></ul> <p>These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>6.0 <u>Responsible Authority Reports to the Development Assessment Panel</u></p> <p>To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> in relation to applications for development approval under Shire of Corrigin Local Planning Scheme No.2. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.</p> <p>7.0 <u>Subdivision Applications</u></p>
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# Delegation Register

Shire of Corrigin



	<p>7.1 Determine and provide formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and subdivision applications (including amalgamations) that are fully compliant with the Shire of Corrigin Local Planning Scheme No.2, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land as applicable.</p> <p>7.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent.</p> <p><u>Important Notes:</u></p> <p>a) The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case.</p> <p>b) Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote: <i>The above determination has been made by the local government's Chief Executive Officer under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision you may request that the matter be reviewed by the State Administrative Tribunal.</i></p> <p>c) All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.</p>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL
Compliance Links:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.
Record Keeping:	File Notes, Notices and Correspondence to be entered in the Shire of Corrigin Central Records system.

**Version Control:**

# Delegation Register

Shire of Corrigin



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1	Amended. Delegations register adopted by Council 20 June 2023
2	Amended. Delegations register adopted by Council 18 June 2024
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## 9 Statutory Authorisations and Delegations to Local Government from State Government Entities

### 9.1 Environmental Protection Act 1986

#### 9.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

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Environment

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No. 47. 19-Mar-2004  
Page: 919 [Pdf](#) - 476kb

**EV401**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

##### **Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

## 9.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

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Environment

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No. 232. 20-Dec-2013  
Page: 6282 [Pdf](#) - 3Mb

**EV402**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

## 9.1.3 Noise Management Plans – Construction Sites

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Environment

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No. 71. 16-May-2014  
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**EV405**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

## 9.2 Planning and Development Act 2005

### 9.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

#### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2<sup>nd</sup> day of June 2016



HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

**SCHEDULE**

**This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005***

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,</li> </ul>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donnybrook-Balingup Shire of Downin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>
<p>in respect of development applications being made under or referred to in:</p>		
<p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p>		
<p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p>		
<p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p>		
<p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p>		
<p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p>		
<p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p>	<p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gosnells Shire of Halls Creek Shire of Harvey Shire of Invin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	
<p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>		

# Delegation Register

Shire of Corrigin



Shire of Nannup  
Shire of Narembeen  
Shire of Narrogin  
Town of Narrogin  
City of Nedlands  
Shire of Ngaanyatjaraku  
Shire of Northam  
Shire of Northampton  
Shire of Nungarin  
Shire of Peppermint Grove  
Shire of Perenjori  
City of Perth  
Shire of Pingelly  
Shire of Plantagenet  
Town of Port Hedland  
Shire of Quairading  
Shire of Ravensthorpe  
City of Rockingham  
Shire of Roebourne  
Shire of Sandstone  
Shire of Serpentine Jarrahdale  
Shire of Shark Bay  
City of South Perth  
City of Stirling  
City of Subiaco  
City of Swan

Shire of Tammin  
Shire of Three Springs  
Shire of Toodyay  
Shire of Trayning  
Shire of Upper Gascoyne  
Town of Victoria Park  
Shire of Victoria Plains  
Town of Vincent  
Shire of Wagin  
Shire of Wandering  
City of Wanneroo  
Shire of Waroona  
Shire of West Arthur  
Shire of Westonia  
Shire of Wickiapi  
Shire of Williams  
Shire of Wiluna  
Shire of Wongan-Ballidu  
Shire of Woodanilling  
Shire of Wyalkatchem  
Shire of Wyndham-East Kimberley  
Shire of Yalgoo  
Shire of Yilgarn  
Shire of York

A handwritten signature in black ink, appearing to read 'D. Redman'.

HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

*2nd*  
..... day of *June* ..... 2016

## 9.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF DELEGATION

##### Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

#### Schedule 1

##### 1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
  - i. a type of development; and/or
  - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

##### 2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

##### 3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

**PL402**

**PLANNING AND DEVELOPMENT ACT 2005**

**NOTICE OF AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENTS**

Notice of amendment to the Instrument of Delegation 2020/01 Powers of Local Governments gazetted on 29 January 2021 (and as amended).

**Preamble**

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

**Resolution under s16 of the Act (delegation)**

On 31 August 2022, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO AMEND the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021 (and as amended), as set out in Schedule 1 below.

SAM FAGAN, Secretary, Western Australian Planning Commission.

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**Schedule 1**

**1. Instrument of delegation amended**

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021, and as amended.

**2. Amendments to clause 1 of Schedule 1**

Add the following immediately after 1(e)—

- (f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.

## 9.3 Main Roads Act 1930

### 9.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

# Delegation Register

Shire of Corrigin



Dated:

**THE COMMON SEAL OF THE  
COMMISSIONER OF MAIN ROADS** )

WAS AFFIXED BY )

COMMISSIONER OF MAIN ROADS )

FOR THE TIME BEING IN THE  
PRESENCE OF:

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

## ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,  
perform and be bound by the above conditions.

**THE COMMON SEAL of** )

\_\_\_\_\_  
*[Insert name of Local Government]* )

Was hereunto affixed pursuant to a  
resolution of the Council in the  
presence of: )

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

## 9.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises ..... (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

# Delegation Register

Shire of Corrigin



Dated:

THE COMMON SEAL OF THE )  
COMMISSIONER OF MAIN ROADS )  
WAS AFFIXED BY )  
)  
)  
COMMISSIONER OF MAIN ROADS )  
FOR THE TIME BEING IN THE PRESENCE OF: )

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

## ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE )  
..... )  
WAS AFFIXED PURSUANT TO A RESOLUTION )  
OF THE COUNCIL IN THE PRESENCE OF )

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness

## 9.4 Road Traffic (Vehicles) Act 2012

### 9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia  
Department of Transport  
Driver and Vehicle Services

#### **ROAD TRAFFIC (VEHICLES) ACT 2012**

*Road Traffic (Vehicles) Regulations 2014*

**RTVR-2017-202046**

#### **APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES**

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "*special use vehicle*" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

#### **CONDITIONS**

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



Government of **Western Australia**  
Department of **Transport**

**Driver and Vehicle Services**

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.



Christopher Davers  
Assistant Director, Strategy and Policy  
Driver and Vehicle Services  
Department of Transport

Dated the 5<sup>th</sup> day of September 2017

## 1.6 PRIVACY AND INFORMATION SHARING POLICY

---

**Policy Owner:** Governance and Compliance

**Person Responsible:** Chief Executive Officer

**Date of Approval:** 16 October 2018

**Amended:** XXXX

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**Objective:** To ensure that the Shire of Corrigin manages personal information in a lawful, transparent and responsible manner in accordance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*, including the collection, use, disclosure and protection of personal information, and the management of information sharing and information breaches.

**Policy:**

**Scope**

This policy applies to:

- Council Members
- Employees
- Contractors
- Volunteers

It applies to all personal information handled by the Shire, regardless of format (including electronic and physical records).

**Definitions**

- *Personal Information*  
Information or an opinion about an identified individual or an individual who is reasonably identifiable.
- *Sensitive Information*  
Personal information that requires a higher level of protection, including information relating to health, beliefs, criminal history or other sensitive matters.
- *Information Breach*  
Unauthorised access, disclosure, loss or misuse of information.
- *Notifiable Information Breach*  
An information breach likely to result in serious harm that requires notification under the PRIS Act.

**Policy**

The Shire will manage personal information in accordance with the Information Privacy Principles (IPPs) under the PRIS Act.

The Shire of Corrigin is committed to protecting personal information and ensuring that information is:

- collected, used and disclosed lawfully;
- managed in accordance with community expectations;
- safeguarded against misuse, loss and unauthorised access; and
- handled in compliance with the PRIS Act and other relevant legislation.
- The Shire will only collect personal information where it is reasonably necessary for its functions and activities.

The Shire will take reasonable steps to:

- maintain the accuracy of personal information, ensuring records are complete, relevant and up to date;
- safeguard personal information from misuse, interference and unauthorised access, modification or disclosure; and
- ensure appropriate access for individuals to their personal information in accordance with legislative requirements, including the *Freedom of Information Act 1992*.

Where practical, individuals will be provided the option of anonymity when engaging with the Shire.

The Shire will make information about its privacy practices available to the public upon request.

### **Collection, Use and Disclosure**

The Shire will:

- collect personal information only where necessary to perform its functions;
- collect information by lawful and fair means, and where practicable directly from the individual;
- only use or disclose information for the primary purpose of collection or a related purpose that would be reasonably expected; and
- only use or disclose personal information outside these circumstances where permitted or required by law.

### **Information Sharing**

The Shire may share personal information where permitted under the PRIS Act, including where:

- the individual has provided informed consent;
- disclosure is required or authorised by law;
- there is a serious threat to life, health or safety; or
- it is reasonably necessary to carry out the Shire's functions or deliver services.
- All information sharing must be:
- lawful, necessary and proportionate;
- limited to what is required for the intended purpose; and
- appropriately documented where required.

### **Information Security and Storage**

The Shire will implement appropriate administrative, physical and technical safeguards to protect personal information from:

- loss;
- unauthorised access;
- modification; and
- disclosure.

Personal information will be stored securely and accessed only by authorised personnel.

Information will be retained and disposed of in accordance with the *State Records Act 2000* and the Shire's recordkeeping requirements.

### **Information Breaches**

All suspected or actual information breaches must be reported as soon as practicable to the Chief Executive Officer.

The Shire will:

- investigate and assess all information breaches;
- maintain a register of information breaches;
- take appropriate steps to mitigate harm; and
- notify affected individuals and relevant authorities where required.

From 1 January 2027, notifiable information breaches will be managed in accordance with the notification requirements of the PRIS Act.

### **Responsibility**

The Chief Executive Officer is responsible for:

- ensuring compliance with this policy and the PRIS Act; and
- overseeing the management of privacy risks and information breaches.

All Council Members, employees and contractors are responsible for:

- complying with this policy;
- protecting personal information;
- using information appropriately; and
- reporting any suspected information breaches.

### **Legislation**

- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Local Government Act 1995*

## 3.7 ANNUAL BUDGET PREPARATION

---

**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer  
**Date of Approval:** 18 October 2022  
**Amended:** XXXX

---

**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) provides 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.
- Funding allocations for Financial Assistance Programs will be determined annually by Council, with funding caps applied where appropriate.

### **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 outlines the key activities associated with Council's budget processes, including the adoption of the Annual Budget. It is intended as a guide and may vary from year to year.

The budget workshop process is flexible and may include a range of matters for discussion depending on Council priorities, strategic planning requirements, and operational needs.

Items considered during budget workshops include financial assistance programs, fees and charges, capital works, carryover projects, strategic planning and policy reviews.

#### 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 aware 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.
- Staff to commence preparation of the 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.
- Review all Financial Assistance Program guidelines and funding allocations (Community Assistance Program, Business Assistance Grant Program and CCTV Subsidy Partnership Program) and present any recommended changes to Council.

#### May

- Calculate asset disposals and review against informing strategy.
- Prepare salaries and wages budget worksheets in line 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 Financial Assistance Program allocations (including Business Assistance Grant Program and CCTV Subsidy Partnership Program) 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 the entire budget 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 the statutory budget to the Department of Local Government, Sport and Cultural Industries in the prescribed manner within 30 days of adoption.
- Commence advertising and opening of the Business Assistance Grant Program and CCTV Subsidy Partnership Program, subject to available budget allocations.

## 3.8 ASSET ACCOUNTING CAPITALISATION AND DEPRECIATION THRESHOLDS

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**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, XXXX

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**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* and the *Local Government (Financial Management) Regulations 1996*.

This policy also establishes minimum capitalisation thresholds and standard depreciation practices 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's 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 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.

All recognised assets must be recorded in the asset register in a complete, accurate and timely manner.

Asset records must be regularly reviewed and reconciled with accounting records to ensure accuracy and completeness.

### **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 exceeds the capitalisation threshold; and
  2. The works extend the asset's useful life by more than 12 months; or
  3. The works provide materially increased economic benefit or service potential.

If these criteria are not met, the expenditure is considered maintenance.

### **Capitalisation Threshold**

The capitalisation threshold is \$5,000 (excluding GST) for all asset classes.

### **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**

Portable and attractive assets that fall below the capitalisation threshold must be recorded and managed in accordance with the Portable and Attractive Assets Policy.

Assets below the threshold that are considered portable and attractive must still be tracked and monitored, including:

- maintaining records for identification and management;

- undertaking an annual stocktake; and
- reporting and investigating any discrepancies.

Portable and attractive assets that fall below the capitalisation threshold are to be recorded and managed in accordance with the Portable and Attractive Assets Policy.

### **Asset Classification – Renewal, Upgrade or New**

All asset-related expenditure must be classified as:

- Renewal – extends the remaining useful life of an asset;
- Upgrade – increases the economic benefit or service potential;
- New – creates an asset not 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 no cost or below fair value (e.g. contributed assets), they are recognised at fair value at the acquisition date.

Where no market exists:

- current replacement cost is to be used;
- market value is applied where available; or
- cost approach methods may be applied where market data is not available.

### **Annual Reviews**

At the end of each financial year, the following must be reviewed:

- replacement cost / unit rates
- condition or consumption rating
- pattern of consumption
- useful life
- residual value
- recoverable amount

These reviews must be documented and support the valuation and financial reporting of assets in accordance with relevant standards and legislation.

### **Depreciation**

Depreciation is to be applied systematically over an asset's useful life and must:

- reflect the pattern of consumption;
- be applied at a component level where appropriate;
- be adjusted for residual value; and
- be reviewed annually.

Assets under construction are not depreciated until complete and available for use and are recognised as Works in Progress.

Depreciation is applied on a straight-line basis unless otherwise justified.

### 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

### Non-Depreciable Assets

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 will apply a rolling revaluation program across asset classes to ensure assets are maintained at fair value in accordance with relevant accounting standards and legislative requirements.

As a general guide, major asset classes will be revalued on a cyclical basis, typically over a period of up to five years. Asset classes may include:

- Infrastructure assets (including roads, footpaths, drainage and other infrastructure)
- Plant, equipment and furniture
- Land and buildings

Asset classes may be revalued more frequently where there is a material change in value or where required to ensure fair presentation.

Detailed revaluation schedules will be developed and maintained through the Long Term Financial Plan and Asset Management Plans.

### **Internal Controls**

All asset accounting practices must be supported by appropriate internal controls, including:

- accurate record keeping;
- periodic review and reconciliation processes; and
- documentation to support valuation and financial reporting outcomes.

## 3.9 COMMUNITY ASSISTANCE PROGRAM

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer, Senior Finance Officer  
**Date of Approval:** 18 October 2022  
**Amended:** XXXX

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**Objective:** To provide an overarching framework for financial assistance to not for profit community-based organisations, event organisers and eligible applicants, supporting social, economic, recreational, arts and cultural projects that contribute positively to the quality of life within the Shire of Corrigin.

**Policy:** This policy provides prospective applicants with information about the financial assistance available through the Community Assistance Program.

The program is designed to ensure the assessment process provides:

- Transparency and accountability to the Corrigin community
- Fairness and equity to all applicants
- Clear eligibility criteria for each funding category
- Defined funding limits
- Guidance to assist applicants in the completion and lodgement of applications
- Assessment by a delegated officer or Council

### Types of Funding

#### 1. Community Donations

Community donations are small grants of up to \$500.

Each organisation may submit multiple applications per financial year, provided the cumulative total of approved funding does not exceed \$500.

#### 2. Community Grants

Community grants provide financial assistance of up to \$5,000 to support community events or projects.

Funding is generally based on a one-third contribution from the Shire, with the balance contributed by the applicant organisation.

Each organisation may submit one application per financial year.

#### 3. Significant Event Sponsorship/Assistance

Significant event sponsorship/assistance provides funding of up to \$10,000 per financial year to support major community events.

Each organisation may submit one application per financial year.

### Restrictions on Funding

Council may allocate funding for the Community Assistance Program each financial year through the Annual Budget process. As a guide, the current total allocation is \$35,000 for the funding categories and \$30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation of funding across categories will be determined by Council and may include:

- Community Donations — up to \$5,000
- Community Grants — up to \$15,000

- Significant Events — up to \$15,000

Community organisations receiving waivers or reduced fees will only be eligible to apply for Community Grants and Significant Event Sponsorship/Assistance where the combined value of assistance does not exceed the relevant funding category limit.

Eligible projects and events are outlined in the Community Assistance Program Guidelines.

### **Eligibility**

To be eligible for assistance, applicants must be:

- a not for profit incorporated community organisation; or
- an unincorporated not for profit organisation applying through an auspice of an incorporated body or local government authority.

The following are not eligible:

- unincorporated organisations without an auspice arrangement
- commercial for-profit organisations
- organisations with outstanding acquittals from previous funding

Individuals may only apply where an eligible incorporated organisation submits the application on their behalf under an auspice arrangement.

### **Recurring Grants**

Funding is not guaranteed. Council is not obligated to fund any application or to provide the full amount requested.

### **Advertising**

Applications for the Community Assistance Program will open in January and will be advertised through local media, the Shire website, and social media channels.

### **Selection Criteria**

Applications will be assessed against the criteria outlined in the Community Assistance Program Guidelines.

### **Administration of Financial Assistance**

Financial assistance approvals will be administered as follows:

- Where funding is contingent on external funding and that funding is unsuccessful, Council may withdraw the allocation and reallocate funds.
- Funding will generally be paid upon completion of the project or event, following submission of a tax invoice.
- Approved funding not claimed by 31 May of the relevant financial year will be considered forfeited.
- Late applications will not be accepted.
- Projects demonstrating broad community benefit and contribution will be prioritised.
- Applications for salaries, administration or recurring expenses will not be supported.

Council may determine applications in full, in part or decline applications based on available funding and alignment with Council priorities.

Council's decision is final and no appeals process applies.

Applicants may only be successful in one funding round per financial year unless otherwise approved by Council.

Applicants may not receive funding from more than one Shire financial assistance program for the same project within the same financial year, unless otherwise approved by Council.

### **Timeframe**

Applications will be considered during budget workshops held in April/May, with recommendations incorporated into the Annual Budget.

Applicants will be advised in writing of outcomes following budget adoption.

The Annual Budget will be adopted no later than August, with final notifications issued no later than September.

### **Acquittal process and outcomes**

Successful applicants must submit an acquittal within 30 days of project completion, including:

- receipts; and
- a project outcome report.

Failure to complete an acquittal will result in ineligibility for future funding.

### **Related Policies**

This policy applies only to the Community Assistance Program and should be read in conjunction with the Community Assistance Program Guidelines.

Other Shire financial assistance programs, including the Business Assistance Grant Program and CCTV Subsidy Partnership Program, are administered under separate policies and guidelines.

## 3.18 PORTABLE AND ATTRACTIVE ASSETS

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer  
**Date of Approval:** 20 July 2021  
**Amended:** XXXX

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**Objective:** To establish guidelines for the management, control and recording of portable and attractive assets to minimise risk of loss, theft or misuse and to ensure appropriate accountability and record keeping.

**Policy:** **Definition**  
Portable and attractive assets are items of relatively low value that are susceptible to theft or loss due to their portability and attractiveness and may not be immediately noticeable as missing.

Portable and attractive assets are generally items below the asset capitalisation threshold but considered high risk due to their nature.

### **Scope**

This policy applies to all portable and attractive assets owned or controlled by the Shire of Corrigin, including items purchased, donated or otherwise acquired.

### **Statement**

Portable and attractive assets are to be recorded and controlled to:

- a) safeguard assets against theft, loss or misuse;
- b) ensure accountability for the use and management of assets; and
- c) minimise financial loss to the Shire.

### **Recording and Reporting**

All portable and attractive assets must be recorded in a portable and attractive asset register 'the register'.

The register should, where applicable, include:

- asset description
- location
- identifying number or serial number
- date of acquisition
- value (where known)
- responsible officer or custodian

The portable and attractive asset register must be maintained in a complete, accurate and up to date manner and reconciled with accounting records where applicable.

Assets should be clearly identified or tagged where practical.

### **Internal Controls**

Portable and attractive assets must be managed in accordance with appropriate internal controls, including:

- allocation of responsibility to a designated officer;
- secure storage where appropriate;

- asset identification and tagging where practical;
- documentation of asset movement between users or locations; and
- separation of responsibilities where feasible.

### **Monitoring and Stocktakes**

A stocktake of portable and attractive assets is to be undertaken at least annually or on a rolling basis.

Any discrepancies identified during stocktakes must be:

- investigated;
- recorded; and
- updated in the register.

Reports on stocktake outcomes are to be provided to the Executive. Periodic audits may also be undertaken to verify asset existence and accuracy of records.

### **Loss, Theft or Damage**

All portable and attractive assets that are lost, stolen or damaged must be reported as soon as practicable to the responsible officer.

All incidents must be:

- recorded; and
- updated in the register in a timely manner to ensure records remain accurate and complete.

Where appropriate, incidents are to be reported in accordance with the Shire's risk management and insurance processes.

### **Disposal**

Portable and attractive assets must be disposed of in accordance with the Shire's Asset Disposal Policy and delegations.

All disposals must be recorded in the register in a timely manner to ensure records remain accurate and complete.

### **Responsibility**

The Deputy Chief Executive Officer is responsible for the overall administration of this policy.

Relevant key staff are responsible for:

- maintaining records of portable and attractive assets within their areas of responsibility;
- assisting with and participating in stocktakes of assets within their work areas;
- monitoring the usage and condition of assets; and
- ensuring compliance with this policy.

All Employees are responsible for:

- the appropriate use and care of assets assigned to them; and
- reporting any loss, theft or damage as soon as practicable.

## 3.19 ASSET DISPOSAL

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**Policy Owner:** Corporate and Community Services  
**Person Responsible:** Deputy Chief Executive Officer  
**Date of Approval:** 18 October 2022  
**Amended:** XXXX

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**Objective:** To establish protocols for the disposal of assets owned by the Shire of Corrigin in accordance with section 3.58 of the *Local Government Act 1995*, ensuring the best possible financial, environmental and community outcomes while maintaining transparency, accountability and appropriate internal control.

**Policy:** The following principles apply to the disposal of assets:

1. Asset disposal decisions, including the reasons for such actions, are to be recorded in the Shire's asset registers and associated accounting records.
2. Asset disposals must be recorded in a timely manner to ensure asset registers and accounting records remain accurate, complete and up to date.
3. Asset disposal records must be reconciled with the asset register and accounting records to ensure completeness and accuracy.
4. The financial outcome of asset disposals will be influenced by market conditions.
5. Disposal of assets by private treaty must demonstrate that the most beneficial outcome was achieved.
6. Assets approved to be written off are to be removed from the asset register at their written down value at the date of write-off.
7. Environmental considerations must be taken into account where assets are disposed of to landfill, in accordance with the *Environmental Protection Act 1986* and relevant waste classification guidelines.
8. Appropriate documentation must be retained to support all asset disposal decisions, including approvals, valuation considerations and disposal outcomes.

Section 3.58 of the *Local Government (Functions and General) Regulations 1996* establishes the methods by which local governments may dispose of assets. These methods are to be followed by Shire staff in accordance with this policy.

### **Responsibility for Disposal**

- Vehicles shall be either traded in against a replacement vehicle as part of a public tender process or disposed of by public auction.
- Heavy plant shall be either traded in against a replacement item 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 to be disposed of in accordance with this policy and are the responsibility of the Manager of Works and Services.
- Land is to be disposed of in accordance with this policy and 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 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 and must be disposed of in accordance with this policy.

### **Authority to Dispose of Property**

Assets to be disposed of must be included in the Annual Budget or approved by a resolution of Council, unless the disposal falls under a condition outlined in the relevant delegation.

Asset disposals must be undertaken in accordance with established internal controls, including appropriate authorisation, segregation of duties and documentation to support the disposal decision.

### **Reasons for disposal**

Assets may be disposed of where they:

- a) have reached their pre-determined economic life;
- b) are no longer required due to changes in functionality or usage;
- c) have reached the end of their useful life based on condition assessment;
- d) no longer comply with workplace health and safety standards;
- e) are environmentally unviable, subject to risk assessment;
- f) are beyond repair or no longer operable;
- g) are unable to provide an acceptable level of service; or
- h) are stolen, lost or damaged.

### **Methods of Disposal**

The disposal method must comply with section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature and condition of the asset.

Approved methods include:

- a) Trade-in – as part of an asset replacement program.
- b) Public Tender – in accordance with legislative advertising requirements.
- c) Auction – conducted by a licensed auctioneer in accordance with relevant requirements.
- d) Destruction or Landfill – where items have no commercial value.
- e) Donation or contribution – as approved by Council.
- f) Other means – as resolved by Council.

## **Disposal of Information and Communication Technology**

All ICT equipment must undergo appropriate data sanitisation prior to disposal to ensure that all data is permanently removed and cannot be recovered.

Data sanitisation may include:

- secure data wiping using approved software; or
- physical destruction of data storage devices where required.

Where required, internal storage components may be removed and sanitised by the Shire's ICT support provider.

The responsible officer must ensure that:

- all ICT assets are sanitised prior to disposal;
- a record of data sanitisation is maintained as part of disposal documentation; and
- disposal does not compromise the confidentiality, integrity or availability of information.

Following sanitisation, ICT equipment may be:

- disposed of through approved methods;
- made available for sale; or
- donated for community use,

provided the equipment is in suitable working condition and restored to a standard operating state where appropriate.

Where ICT equipment is not suitable for reuse, it is to be physically destroyed or disposed of in accordance with relevant environmental and e-waste guidelines.

## **Roles and Responsibilities**

Chief Executive Officer

- a) The CEO is the custodian of the Shire's assets and has delegated authority to approve disposal of property as outlined in the Delegations Register.
- b) The CEO is responsible for ensuring compliance with this policy and relevant legislation.

Deputy Chief Executive Officer and Manager of Works and Services

- a) The DCEO and Manager of Works and Services have delegated authority to approve disposal of property in accordance with the Delegations Register.
- b) They are responsible for ensuring that all disposals are carried out in accordance with this policy and that appropriate controls, documentation and records are maintained.

## FINANCIAL ASSISTANCE PROGRAMS

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**Policy Owner:** Corporate and Community Services

**Person Responsible:** Deputy Chief Executive Officer

**Date of Approval:** XXXX

**Amended:**

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**Objective:** To provide an overarching framework for all financial assistance programs administered by the Shire of Corrigin, including community, business, and safety initiatives, ensuring transparency, accountability, and consistency across all programs.

**Policy:** The Shire of Corrigin provides a range of financial assistance programs to support community development, economic growth, and public safety. These programs are delivered through separate Council policies and guidelines which outline specific eligibility criteria, funding limits and assessment processes.

Funding amounts, limits and eligibility requirements vary between programs and are defined in the relevant program guidelines.

The Shire's financial assistance programs currently include:

- Community Assistance Program
- Business Assistance Grant Program
- CCTV Subsidy Partnership Program

Each program operates under its own guidelines and application process as approved by Council.

Applicants must meet the eligibility requirements outlined in the relevant program guidelines.

This policy should be read in conjunction with relevant Council policies and program guidelines, including the Community Assistance Program Policy.

All programs will be administered in accordance with the following principles:

- Transparency and accountability to the Corrigin community
- Fairness and equity to all applicants
- Alignment with the Shire of Corrigin Council Plan
- Responsible financial management within approved budget allocations

Applications will be assessed by the Shire Executive and determined by Council or under delegated authority, in accordance with the relevant program guidelines. Assessment criteria and processes are outlined in the relevant program guidelines.

Elected Members and staff involved in the assessment or approval process must disclose any conflicts of interest in accordance with the *Local Government Act 1995*, associated Regulations, and Council policies.

Funding for all programs is subject to the adoption of the Annual Budget and availability of funds within each program allocation.

Applicants may not receive funding from more than one Shire financial assistance program for the same project within the same financial year, unless otherwise approved by Council.

All financial assistance programs will be reviewed annually as part of the budget process to ensure they remain aligned with community needs, Council priorities, and available resources.

Council may vary funding amounts, approve applications in part, or decline any application based on available funds and alignment with the Shire of Corrigin Council Plan and strategic priorities.

## Policy Review Summary

Policy	Key Changes	Reason / Outcome
Policy 1.6 – Privacy and Information Sharing	Renamed and expanded; now includes information sharing, data breaches and PRIS Act requirements; strengthened collection, use, disclosure and security requirements; added breach management; clarified roles	Aligns with PRIS Act; strengthens governance, transparency and data protection
Policy 3.7 – Annual Budget Preparation	Expanded principles and structure; updated detailed budget timetable; strengthened links to LTFP and asset planning; clarified compliance and workshop process	Improves financial planning, consistency and transparency; aligns with legislation and best practice
Policy 3.8 – Asset Accounting	Strengthened asset recognition and capitalisation rules; clarified maintenance vs capital; improved asset register and reconciliation requirements; expanded depreciation and revaluation guidance	Improves compliance with accounting standards and audit outcomes
Policy 3.9 – Community Assistance Program	Refined eligibility and funding limits; clarified Council discretion; strengthened application and acquittal processes; reduced overlap with other programs	Improves fairness, consistency and governance of grant administration
Policy 3.18 – Portable and Attractive Assets	Updated policy to include asset/minor register, controls and annual stocktakes; clarified responsibilities and reporting	Strengthens asset control; reduces risk of loss or misuse; improves audit compliance
Policy 3.19 – Asset Disposal	Expanded disposal methods and controls; improved recording and reconciliation; added environmental and ICT data disposal	Strengthens governance, compliance and reduces financial and data risks

Policy	Key Changes	Reason / Outcome
	requirements; clarified responsibilities	
Policy – Financial Assistance Programs (New)	Introduced overarching framework for all assistance programs; clarified relationships between programs; aligned with Council Plan and budget; added rules to avoid duplication	Improves consistency, transparency and alignment with Council priorities

# Council Plan 2025-2035 – Progress as at 31/03/2026

The progress on the Strategic Community Plan is outlined as follows:

## COMMUNITY

Desired Outcome: Inclusive, healthy and resilient community

No	Community Priority	Priority Actions	Our Role	25	26	27	28	Progress/Status
				26	27	28	29	
1.1	Access to key and enabling community infrastructure and services	1.1.1 Continued provision of local GP services	Partner and Deliver	X	X	X	X	Continued to support the ongoing provision of local GP services through the renewal of a further six-year lease with Dr Raj and First Health, ensuring long-term service stability for the community. The Shire continues to provide a Shire-owned residence and vehicle for the doctor, and maintained the doctors surgery, including recent upgrades to the Wellness Centre and Medical Centre roof. Additional operational support included assistance with furniture and equipment needs and transitioning the practice to a VOIP phone system to improve service reliability, as well general maintenance and operational costs.
		1.1.2 Support initiatives to attract and retain emergency service volunteers	Partner and Deliver	X	X	X	X	Continued to support the attraction and retention of emergency service volunteers through quarterly LEMC meetings, ongoing brigade training, and participation in regional DFES workshops and information sessions. These actions help maintain a well-supported, skilled and resilient volunteer network.
		1.1.3 Advocate for the retention of the local childcare service	Advocate	X	X	X	X	Continued to advocate for the ongoing retention of the local childcare service through support for staffing, housing and funding requirements. The Shire also supported service continuity by providing a Shire-owned building under lease for the daycare to operate from.
		1.1.4 Maintain a strong supportive relationship with Corrigin District High School	Facilitate	X	X	X	X	Maintain a strong and supportive relationship with Corrigin District High School by continuing to engage with school leadership, advocate for staffing and housing needs, and support opportunities for students. Promotion of the Edna Stevenson Scholarship Fund continued to encourage local youth participation in further education. The Shire also assists with providing work placements for school based trainees and work experience.
1.2	Safe, accessible and inviting public places and facilities	1.2.1 Maintain parks, gardens and open spaces in line with resourcing (focus on Rotary Park)	Deliver	X	X	X	X	Rotary Park Redevelopment completed in 2024, with additional lawn upgrades completed in late 2025 with further funding allocated for a shade shelter over the BBQ area in the 2025/26 Budget and due for completion by 30 June. Sporting surfaces and irrigation infrastructure at CREC also upgraded in the 2025/26 Budget.

		1.2.2 Investigate opportunities / initiatives to collaborate with local businesses and community groups to enhance CCTV and lighting	Deliver	X				Introduced new business collaboration initiatives including the Business Assistance Grant (up to \$2,000 per project for 10 projects), the CCTV Subsidy Partnership Program (up to \$500 per installation, up to 10 rebates) and the continued Community Assistance Program. These programs support local business development, safety improvements and community partnerships, with annual funding rounds and multiple grants available each financial year.
		1.2.3 Review and demonstrate progress of the Shire Disability Access and Inclusion Plan (DAIP)	Deliver	X				The Disability Access and Inclusion Plan (DAIP) was reviewed, updated and endorsed in 2025 following community and stakeholder engagement. The DAIP 2025–2030 is published on the Shire website in multiple accessible formats, and public feedback was invited during the review and draft stages. The Shire continues to implement DAIP actions and meet legislative requirements.
1.3	High standard of community and recreation activities and facilities	1.3.1 Update the Youth Plan	Deliver	X				The Youth Plan, last endorsed in 2023, is scheduled for review in 2026/27.
		1.3.2 Deliver targeted initiatives to teenagers and young adults (through the CRC)	Deliver	X	X	X	X	Delivered a range of youth-focused initiatives through the CRC, including school holiday programs. As part of future planning, the review and update of the Youth Plan will help guide the development of more targeted workshops and activities aimed at engaging teenagers and young adults. These initiatives are intended to continue providing opportunities for learning, recreation and social connection over the life of the Council Plan.
		1.3.3 Investigate a skate park	Deliver	X	X			Council allocated \$100,000 in the 2025/26 Budget to investigate a new youth recreation space. Staff are progressing options using the old tennis courts as the initial site, with consideration of a skate park, pump track and pickleball facilities. Further investigations will continue to identify grant funding opportunities to complete the full project.
		1.3.4 Work with local clubs to coordinate investment into sport and recreation facility and equipment upgrades	Partner and Deliver			X	X	Coordinated with local sport and recreation clubs on facility upgrades, including improved playing surfaces, CREC enhancements such as bird netting, and the installation of fans at the indoor netball courts. Further funding has been allocated in the 2025/26 Budget, and the Shire will continue working with clubs on future facility and equipment upgrades.
		1.3.5 Improve	Deliver			X	X	Continue to work with local sport and recreation clubs to improve governance

	governance arrangements with local clubs to ensure they are simple and easy to implement and monitor						arrangements by providing guidance on grant processes, reporting requirements and compliance expectations. Efforts focused on making governance systems simple and easy for clubs to implement and monitor, supporting stronger administrative practices and more sustainable club operations.
1.3.6	Promote and deliver the Shire's Community Grant Scheme	Deliver	X	X	X	X	Promoted and delivered the Shire's Community Grant Scheme through the ongoing Community Assistance Program, providing financial and non-financial support to community groups and not-for-profit organisations. The program continues each year, offering Community Donations, Community Grants and Significant Event Sponsorship to support locally led projects, events and initiatives.
1.3.7	Support local arts and culture initiatives	Partner and Deliver	X	X	X	X	Continued to support local arts and culture initiatives by working with the Corrigin Arts Club to promote arts-based activities, exhibitions and community participation. Planning has also progressed for future mural projects identified through recent community engagement. The Shire will continue to explore additional arts opportunities and partnerships to increase creative activity across the district. Recent Business Assistance Grants have also been structured to allow business owners to incorporate public art or murals into shopfront improvements, supporting both cultural expression and streetscape enhancement.
1.3.8	Support the Corrigin Senior Citizens group in initiatives that promote and deliver benefits for our seniors.	Partner and Deliver	X	X	X	X	Supported the Corrigin Senior Citizens group through ongoing collaboration on initiatives that benefit local seniors, including assistance with future facility planning and engagement with aged care service providers. The Shire also progressed actions from the Aged Friendly Community Plan, such as improving pathways and accessways and strengthening relationships with home-care providers, to enhance safety, accessibility and wellbeing for older residents. In addition, the Shire recently provided in-kind support toward the Senior Games hosted in Corrigin. Ongoing collaboration with the Senior Citizens Committee will continue to identify future improvement opportunities and support seniors-focused programs over the life of the Council Plan.

## ECONOMY

### Desired Outcome: A strong, diverse local economy

No	Community Priority	Priority Actions	Our Role	25	26	27	28	Progress/Status
				26	27	28	29	
2.1	Road network is safe, well maintained and capable of the freight task	2.1.1 Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans	Deliver	X	X	X	X	We continued carrying out our road program based on Council's priorities and long-term plans for building, upgrading and maintaining our roads. Major works included reconstruction and widening on Corrigin–Quairading Road and Wickepin–Corrigin Road, final seals on Corrigin–Quairading Road and Babakin–Corrigin Road, shoulder reconditioning on Yealering–Kulin Road, and crumbed-rubber reseals on narrow bitumen sections. Floodway and safety improvements were also completed. Ongoing gravel road maintenance and future upgrades will continue to be guided by the annual review of the 10-year Road Works Program.
		2.1.2 Advocate for Brookton Hwy improvements as well as access to the Corrigin CBH site	Advocate	X				Advocacy for Brookton Highway upgrades and improved access to the Corrigin CBH site continued through regular engagement with Main Roads WA and relevant State Government agencies. These priorities will remain a focus in future transport planning and funding discussions.
		2.1.3 Develop and implement a Gravel Source Management Strategy and Policy	Deliver		X			The Shire will begin developing a Gravel Source Management Strategy and Policy as part of future planning to identify long-term gravel supply needs, sourcing options and site management requirements. This work will focus on ensuring reliable gravel availability to support the Shire's ongoing road construction and maintenance program.
2.2	Improve the town central business district and housing options	2.2.1 Continue to develop the Main Street enhancement in conjunction with the business community	Deliver and Support	X	X			The Shire introduced the Business Assistance Grant program to support improved frontages and streetscape appeal and will continue working with the business community to enhance Main Street presentation, with further opportunities to be identified over time.

		2.2.2 Identify and coordinate residential and industrial land assembly and headworks	Partner and Deliver			X	X	Planning will begin to identify future residential and industrial land needs, including reviewing available sites and the headworks required to support development. With all Granite Rise residential blocks sold in 2026, future planning will also consider options for additional land supply to support long-term growth in the Shire.
		2.2.3 Collaborate with local groups and RoeROC to seek opportunities, funding and partnerships for the delivery of new housing options	Partner and Deliver	X	X	X		Continued working with local groups and RoeROC to explore opportunities, funding and partnerships for new housing options, building on the regional Housing Needs Analysis and Key Worker Housing work already completed. Further planning will focus on identifying funding sources and collaborative projects to support future housing development across the region.
2.3	Promote the visitor experience, particularly nature based tourism	2.3.1 Aesthetic improvements to each of the town entry areas	Deliver		X			Progressed planning for future aesthetic upgrades to the town entry areas, with consideration given to improved landscaping, updated signage and other visual features to enhance the Shire's presentation and sense of arrival. Funding has been included in the 2025/26 Budget, with further design work and opportunities for additional improvements to be explored as part of future planning.
		2.3.2 Active participation in Roe Tourism Association to promote our attractions	Partner and Deliver	X	X	X	X	Continued active involvement in Roe Tourism to promote Corrigin's attractions through regional marketing, signage improvements and shared tourism initiatives, with further opportunities to be explored through ongoing collaboration.
		2.3.3 Enhance the natural and heritage walk trail experiences across the Shire	Deliver		X	X		Planning continued for improvements to the Shire's natural and heritage walk trails, including better signage, wayfinding, interpretive information and general maintenance. Further improvements will be explored over time to enhance the overall trail experience. The Shire is also working with DBCA to maintain trails for fire risk mitigation while protecting the Corrigin Grevillea and other native wildflowers.

## Environment

### Desired Outcome: Preservation of the natural environment for the benefit of current and future generations

No	Community Priority	Priority Actions	Our Role	25	26	27	28	Progress/Status
				26	27	28	29	
3.1	Waste management within the Shire	3.1.1 Continue to lead and participate in the Bendering Regional Waste Site	Partner and Deliver	X	X	X	X	Continued active participation in the Bendering Regional Waste Site through ongoing operational coordination and compliance activities with RoeROC member Shires. Further planning will focus on long-term site management, capacity monitoring and future infrastructure needs to support regional waste services.
		3.1.2 Continue to provide a high standard waste transfer station	Deliver	X	X	X	X	Maintained a high standard at the Corrigin Waste Transfer Station, ensuring safe operations, clear site signage and compliance with waste handling requirements. Future improvements will consider layout refinements, traffic flow, and potential upgrades to support increased recycling and waste diversion.
		3.1.3 Continue to educate the community about best practice waste disposal	Deliver		X	X		Provided ongoing community education on correct waste disposal and recycling practices through Shire communications, signage and staff assistance at the Waste Transfer Station. Future initiatives may include updated information campaigns, expanded recycling guidance and targeted education programs for high-waste user groups.
3.2	Protect and use natural resources sustainably	3.2.1 Prepare the community and Shire assets for more frequent natural events	Partner and Deliver	X	X	X	X	Continued preparedness activities, including regular LEMC meetings, emergency exercises and maintenance of Shire assets to withstand adverse weather events. Future planning will include updating risk assessments, improving resilience measures and reviewing asset protection strategies as climate impacts evolve. Alongside other RoeROC Shires, the Shire will also seek funding opportunities for generators and alternative power sources at the CREC to strengthen its capacity as an emergency support facility.
		3.2.2 Manage weeds and pests, verge side vegetation and firebreaks	Partner and Deliver	X	X	X	X	Ongoing management of weeds, pests, verge vegetation and firebreaks through the annual maintenance program and regulatory compliance checks. Future planning includes reviewing vegetation management practices, exploring additional control methods and strengthening seasonal preparedness.
		3.2.3 Implement Council's Waterwise plant selection policy for Shire parks, gardens and verges	Deliver		X	X		Applied Waterwise plant selection principles across Shire parks, gardens and verges to improve sustainability and reduce water use. Future planning will investigate opportunities to expand Waterwise landscaping, increase drought-tolerant plantings and incorporate water-efficient irrigation systems.

		3.2.4 Optimise stormwater capturing opportunities and ensure effective drainage systems	Deliver			X	X	Maintained effective drainage systems throughout the Shire and identified opportunities to improve stormwater capture and flow management. Future works will focus on upgrading priority drainage networks, expanding stormwater reuse options and addressing localised flooding risks.
		3.2.5 Develop Renewable Policy and Renewables Community Benefit Framework	Partner and Deliver	X	X			Work on developing a Renewable Energy Policy and a Renewables Community Benefit Framework has not yet commenced; however, it remains an important future planning activity for the Shire. This work will be progressed in a future stage and will include stakeholder engagement, policy development and assessing opportunities for renewable energy generation and community benefit outcomes.

## Civic Leadership

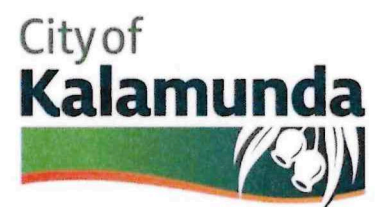
### Desired Outcome: Strong governance and leadership

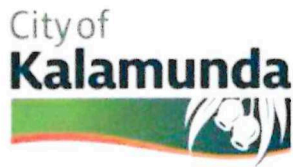
No	Community Priority	Priority Actions	Our Role	25	26	27	28	Progress/Status
				26	27	28	29	
4.1	Deliver a high standard of governance and administration	4.1.1 Investigate the best option and budget for financial management systems for effective governance and administration of Council	Deliver	X	X			The Shire's financial management systems and procedures continue to support effective governance and administration and are operating effectively. In line with a commitment to continuous improvement, the Shire will continue to review system capability and consider future enhancements to ensure ongoing compliance, efficiency and integration. This includes working with the RoeROC Shires to explore potential ERP system options and tender pathways, informed by audit findings, best practice and changing operational needs. To support this, annual budget allocations of \$100,000 have been set aside in a reserve from 2024/25 onwards, and the project is identified as a priority within the ICT Strategic Plan endorsed in 2025.
		4.1.2 Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals	Deliver	X	X	X	X	Continued to implement and monitor the Long Term Financial Plan (LTFP) to guide financial decision-making and the timing of major projects. Regular reviews ensure alignment with the Annual Budget and the Integrated Planning and Reporting (IPR) framework to support long-term sustainability. The LTFP was reviewed and updated in 2025 and is scheduled for further review as part of the upcoming budget workshops over the next three months.
		4.1.3 Implement and monitor the annual budget to support timely progress toward strategic goals	Deliver	X	X	X	X	Implemented and monitored the annual budget to support timely progress toward strategic goals, supported by monthly financial reports to Council that track performance and variances. Budget workshops were held for the adoption of the 2025/26 Budget. A mid-year budget review was completed in February 2026 to ensure the 2025/26 Budget remains on track and to identify any potential variances, with a further review scheduled for June to ensure an accurate carry-over surplus for the 2026/27 Budget. Budget workshops for the 2026/27 Budget will commence in April. Ongoing improvements will continue to strengthen financial oversight and support transparent audit preparation.
		4.1.4 Investigate shared services and resourcing through partnerships	Partner and Deliver	X	X	X	X	Continued to explore shared service and resourcing opportunities through RoeROC and other regional partnerships. Future planning will assess options for procurement efficiencies, specialist staffing, policy alignment and joint project delivery. Work is also underway with RoeROC to investigate shared ERP system options and potential tender processes to support improved resourcing and system integration across member Shires.

		4.1.5 Continue to implement, monitor and report against the Integrated Planning and Reporting milestones	Deliver	X	X	X	X	Maintained compliance with the Integrated Planning and Reporting (IPR) framework through regular monitoring and reporting on strategic, financial and workforce plan milestones. Ongoing work includes preparing for future IPR document reviews, audits and statutory reporting cycles to support continuous improvement. This report also demonstrates the continued monitoring and implementation of the updated Council Plan endorsed in 2025.
4.2	Keep the community informed and seek their feedback	4.2.1 Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback	Deliver	X	X	X	X	Improved regular communication through the Shire website, public notices, newsletters and active Facebook updates, including emergency information, event promotions and public consultation notices (e.g., planning proposals, community events, Coffee with Council). Future planning will focus on expanding communication channels, increasing engagement opportunities and strengthening two-way feedback with the community.



**Memorandum of Understanding  
and Shared Services Agreement**





# Memorandum of Understanding and Shared Services Agreement

This Shared Services Agreement (*The Agreement*)

BETWEEN:

**The City of Kalamunda:**

2 Railway Road, Kalamunda WA 6076

<http://www.kalamunda.wa.gov.au/>

Email: [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au)

AND:

**Shire of Corrigin**

9 Lynch Street, Corrigin WA 6375

Website – <http://www.corrigin.wa.gov.au>

Email: [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)

The parties hereby agree to the following service requirements and delivery methodology:

## 1. Engagement

Upon the terms and subject to the conditions hereof, the Shire of Corrigin engages the City of Kalamunda (KAL) to provide it with the services as outlined in the Services Addendum, and (KAL) hereby agrees to provide the Shire of Corrigin with the services.

## 2. Specialist Professional or Key Resource Services

The City of Kalamunda will provide Shire of Corrigin, specialist professional services, or key services and any other reasonably requested services agreed to by all parties (hereafter called 'the Services'). This agreement will be provided for a maximum of 12 Months, unless terminated by either party in mutual agreement.

Subject to provisions in Section 3, the City of Kalamunda agrees to provide the services in good faith and in a timely, professional, and workmanlike manner and by reasonable instructions of Shire of Corrigin.

### **3. Philosophy and Critical Success Factors**

#### **Philosophy:**

- This agreement is based on a philosophy of support and capacity building that incorporates an efficient and effective way for the Shire of Corrigin to address gaps in capacity or capability to deliver service levels needed to sustain and service their respective communities.
- Services will be delivered with respect to appropriately qualified people who will be oriented towards the environment and service needs of the rural Shire. Wherever possible and practical, they will mentor and support the staff of Shire to build their skills and knowledge in appropriate areas. In return, the Shire of Corrigin will offer diversity in rural experience and broadening of specialist knowledge to participating KAL staff, which will enhance their professional development.

#### **Critical Success Factors**

- An ongoing commitment by the City of Kalamunda to provide these services that will transcend any senior staff turnover or other critical changes. Services are delivered by the team at Kalamunda within agreed timelines, ensuring consistency and quality of services to the Shire of Corrigin and their Communities.
- All service personnel are introduced to the CEO or relevant key staff of the Shire of Corrigin in a timely fashion and oriented to the systems and processes used in the Shire.
- Early notice is given of any issues that may give rise to service interruptions or changes.

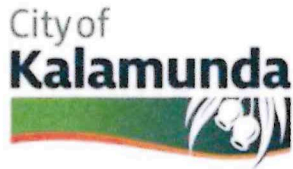
#### **4. Mutual Support and Cooperation**

- A. Each of the parties to this agreement agrees that they will take all reasonable steps necessary, at their own expense, to: Designate key individuals to perform their obligations here, conduct periodic meetings of all such key individuals and others as necessary
- i. To fully cooperate with reasonable requests for assistance
  - ii. To take further steps and execute such further documents as may be reasonably necessary
- B. The parties will make diligent efforts through their respective key individuals to identify the cause of any problems in the services and make appropriate adjustments equitably to address and resolve such problems, including the substitution or modification of the Services and the corresponding compensation, therefore.

#### **5. Fees**

The City of Kalamunda will invoice Shire of Corrigin for the services monthly, or as otherwise agreed, at a mutually agreed rate. The underlying principle in this area is a user pay system, with acknowledgement and inclusion of the overheads and travel costs incurred by KAL in the delivery of services. This will be reviewed and determined each year in consultation and as part of the annual budget process.

The monthly invoice will describe the services rendered, and subject to there being no areas of discrepancy or further explanation to be discussed, settlement of the account will be made within 30 days. Each party will be responsible for paying all taxes, if any applicable by law in relation to this Agreement.



## **6. Term and Termination**

This agreement will remain in good faith and perpetuity, reviewed over a one-year timeframe with an initial review after three months of the agreement being in place, unless terminated by either party in full consultation or mutual agreement. Should either party seek to terminate the agreement, notification will need to be in writing with a notice period of three months.

Each party agrees to consult in advance with the other party and bring to the attention of the other party any problems, differences of opinion, disagreements or other matters that may lead either party to terminate or seek to terminate this agreement.

The purpose and intent of including this provision is to ensure that both parties are made aware of any issues or problems arising so that they may, in good faith and promptly, consult with each other and resolve any issues arising mutual satisfaction. This will preserve the contractual relationship, goodwill, and mutual respect between the parties to this Agreement

## **7. Force Majeure**

Any failure or delay in the performance of the City in carrying out its services arises out of results primarily from fire, storm, flood, earthquake or other natural occurrences, industrial relations issues, equipment failure, or issues that are beyond the control of the City will be deemed an event of Force Majeure.

## **8. Confidentiality**

It is stipulated and agreed that the City of Kalamunda and the Shire of Corrigin will become acquainted with each other's confidential, privileged and proprietary information in this service provision relationship; and that this Confidential Information is an essential part of the assets of the entities and as such must be treated with respect and the un-authorise use of or disclosure of such information may seriously damage the owners in carrying out their business.

- A. The City of Kalamunda and Shire of Corrigin agree that during the period of this agreement and thereafter, they will not: Directly or indirectly use any part of the other's confidential information,
  - i. Divulge, disclose or make any part of the information available to a third party without the expressed and written permission of the owner, except as may be reasonably necessary to perform the required functions, or as required by law or pursuant to a court order.
- B. The City of Kalamunda and Shire of Corrigin will each refrain from any action or conduct that may reasonably or foreseeably be expected to compromise the confidential or proprietary nature of the other's confidential information.

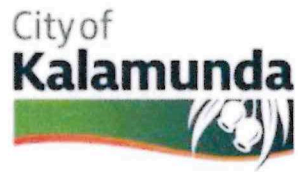
## **9. Assignment/Successors**

Neither party may assign this agreement or any rights thereunder to any other person or entity without the prior written consent of the other party.

## **10. Relationship of the Parties**

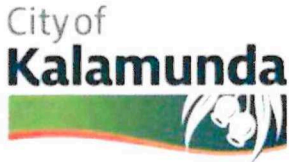
The City of Kalamunda and the Shire of Corrigin are acting solely as independent contractors under this Service Agreement. It is expressly understood and agreed by the parties that nothing in this agreement, its provisions, transactions, or relationships shall constitute either party as an agent, employee, partner or legal representative of the other for any purpose whatsoever; nor shall either party hold itself out as such.

Neither party shall have the authority to bind or commit to the other party in any manner or for any purpose whatsoever except as may be expressly provided for in this Agreement. This Agreement creates no relationship of joint venture, partnership, association, or principal and agent between the parties.



## **11. Construction of Agreement**

This agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the Services as negotiated and mutually agreed. This Agreement can only be amended by full consultation and written amendment between the parties.



## 12. Signatories to Formal Agreement

### Shire of Corrigin

Signed by: Natalie Manton for and on behalf of Shire of Corrigin

Signature: N. Manton

Position: Chief Executive Officer

Date: 15/07/2025

Witness signature: R

Name: Regan Chester

Address: 9 Lynch Street, Corrigin WA 6375

Date: 15/07/2025

### City of Kalamunda

Signed by: Anthony Vuests for and on behalf of the City of Kalamunda

Signature: AV

Position: CEO

Date: 22/7/2025

Witness signature: DM Pherson

Name: Donna McPherson

Address: 247 Kalamunda Rd Maida Vale

Date: 22.7.25

### 13. Service Addendum

The following services have been identified as part of the inaugural service agreement but may be altered to identify needs by consultation and mutual agreement as required. Additions or changes will require this addendum to be updated, including dates and the person authorising changes to be recorded.

#### Service Provisions for 2025-2026 FY

<b>Building and Statutory Planning Services</b>		
<b>Services Offered</b>	<b>Required</b>	
	<b>Yes</b>	<b>No</b>
<b>BUILDING</b>		
Process and Assessment of <b>Building Permit Applications.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Providing and Issuing the <b>Certificate of Design Compliance.</b> (exclusion for Shire property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Providing a copy of the <b>Building Permit Template</b> for the CEO's signature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Process and Assessment of Demolition <b>Permits.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Providing a copy of the <b>Demolition Permit Template</b> for the CEO's signature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Undertake an inspection of the Shire's Public Buildings regarding Building Maintenance and/or NCC compliance-related matters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advise on appropriate action (dot points summary) following site inspections for building compliance under the NCC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Statutory Swimming Pool Inspections.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide a telephone and email enquiry service concerning building & swimming pools enquiries for residents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff Training in the City of Kalamunda and/or via TEAMS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>PLANNING</b>		
Process and Assessment of Development Applications with the Local Planning Scheme and Local Policy provisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preparing Notice of Determination (Approvals/Refusals).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Undertake Site inspection for clearance of Development Approval Conditions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Undertake Site Inspection regarding compliance-related matters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Council Report Items for Planning Applications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop and review Planning policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide a telephone and email enquiry service concerning statutory planning enquiries for residents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff Training in the City of Kalamunda and/or TEAMS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Additional services not listed above:</b>		
<input type="checkbox"/>	Duty Planning Officer – Online Booking System (requires a link on the Shire’s website) Allows residents to book a time that suits them for a call-back or MS Teams meeting.	

## 14. Cost Structure

### Hourly Rates

The cost structure is based on a user-pay system, whereby you will be charged for the hours worked. The hourly rates are inclusive of GST and include all administration costs and overheads. Additional hours, in addition to what is stated below, will be charged at the same hourly rate.

Item	Description of Service Provided	Application	Fee (GST Incl)
1.	Certificate of Design Compliance – Class 1a & 10.	\$100/hr	\$100/hr
2.	Travel time to and from within the Shire	Minimum rate of 2 hours	\$336 plus \$100/hr over 3 hours travel time
3.	Vehicle costs	The Australian Taxation Office (ATO) determined the kilometre rate	The Australian Taxation Office (ATO) determined the kilometre rate
4.	Inspection Services for <b>advice only</b> : <ul style="list-style-type: none"> <li>• Certificate of construction compliance</li> <li>• Building compliance</li> <li>• Planning and Building Approval</li> <li>• Occupancy Permits</li> <li>• Strata Titles</li> <li>• Swimming Pools including Barriers</li> </ul>	Minimum Rate	\$336 plus \$168 Per Hour over 2 hours
		Rate Charged if the inspection is cancelled, and less than 24 hours' notice is given	\$168/hr
5.	Statutory <b>Swimming Pool</b> Inspection.	Rate Charged if the inspection is cancelled, and less than 24 hours' notice is given	\$168/hr
6.	Review of Certificates and Reports issued by others listed in items 4 and	Minimum Rate	\$100/hr

	7.		
7.	<b>Building and Demolition Permit Application</b> Assessment: <ul style="list-style-type: none"> <li>• Certified and Uncertified Building Application</li> </ul> Telephone calls, emails	Minimum Rate	\$100/hr
8.	Processing and assessment of planning or subdivision applications	Minimum Rate	\$100/hr
9.	Site Visits associated with the assessment of planning applications	Minimum Rate	\$336 plus \$168 per hour over 2 hours
10.	General Planning administration costs	Minimum Rate	\$100/hr
11.	Accommodation for overnight stays	At Cost	At Cost

- *If overtime or weekend work is needed, the City of Kalamunda will charge at time and a half for the first two hours and double time thereafter.*
- *Travel time to and from Shire of Corrigin will be charged as per the hourly rate.*
- *Vehicle costs will be at the applicable Australian Taxation Office rate per kilometre travelled.*

## APPENDIX 3: LG2LG SERVICES MOU TEMPLATE

### Memorandum of Understanding (MOU)

#### Local Government to Local Government (LG2LG) Services

##### 1. PARTIES INVOLVED

This Memorandum of Understanding (MOU) is entered into between:

- The Shire of Narrogin, hereinafter referred to as "Service Delivering Shire", and
- [Receiving *Local Government*], hereinafter referred to as "Receiving *Local Government*".

This MOU is for the provision of Local Government to Local Government (LG2LG) services as outlined below.

##### 2. SCOPE OF SERVICES

The Shire of Narrogin (Service Delivering Shire) agrees to provide the following services to the Receiving Local Government as part of the LG2LG arrangement. The list of services may be amended or removed as required.

###### ***[Remove as required]***

- **Health Services:** Includes, but is not limited to, inspections, assessments, and advisory services related to public health, environmental health, and safety regulations.
- **Building Services:** Includes, but is not limited to general building advice, residential certification, review of certified building applications, swimming pool safety barrier inspections, and enforcement recommendations.
- **Ranger Services:** Includes, but is not limited to, regulatory and enforcement functions, including animal management, local law enforcement, and oversight of public spaces.
- **Planning Services:** Provides, but is not limited to, support for planning and development matters, including land-use planning, development applications, and regulatory compliance.
- **Other Services may be provided as required and can be amended or expanded by mutual agreement.** These services will be delivered in accordance with the agreed terms, including the specific frequency, duration, and any special requirements stipulated by the Recipient.

##### 3. AUTHORISATION FOR SERVICES

The CEO of the Receiving Local Government is responsible for providing the necessary authorisations to the Service Delivery Officer within 30 days of the initial request. LG2LG service delivery will not proceed until all required authorisations are in place, in accordance with the legislative requirements relevant to each role. Some legislation may require that authorisation be

granted to a specific individual rather than by position, and this must be adhered to where applicable.

The CEO must also ensure they are familiar with their local government's current authorisations, appointments, delegations, and issuing officers under relevant legislation, and notify the Shire of Narrogin's Service Delivery Officer (SDO) of any applicable requirements or changes to enable lawful service delivery.

All officers undertaking duties must carry valid photographic identification and written authorisation issued by the Receiving Local Government. In certain cases, authorisation may be granted by position title (e.g. "Environmental Health Officer from the Shire of Narrogin") rather than by name; where this applies, it must be clearly stated in the MOU or the authorisation letter. Upon request, the Shire of Narrogin can issue photographic ID for authorised officers, subject to an applicable fee

*[Remove as required]*

***[Remove if not required] 1. Environmental Health Officer (EHO)***

- *Health (Miscellaneous Provisions) Act 1911 (WA): Authorisation to conduct inspections and enforce public health regulations.*
- *Public Health Act 2016 (WA), s.24(1): Authorisation to exercise statutory functions under the Act.*
- *Environmental Protection Act 1986 (WA): Authorisation to address environmental health concerns, pollution control, and waste management enforcement.*
- *Food Act 2008 (WA) & Food Regulations 2009: Authorisation to inspect food businesses and enforce food safety and hygiene standards.*
- *Other relevant local laws applicable to the duties performed for your Local Government.*

***[Remove if not required] 2. Building Surveyor, Building Maintenance Officer***

- *Building Act 2011 (WA) & Building Regulations 2012: Authorisation to assess building applications, issue permits, and conduct inspections.*
- *Building Regulations 2012 (WA): Authorisation to ensure compliance with the National Construction Code and issue occupancy and compliance certificates.*
- *Other relevant local laws applicable to the duties performed for your Local Government.*

***[Remove if not required] 3. Ranger***

1. *Local Government Act 1995 (WA): Authorisation to enforce local laws and carry out ranger duties.*
2. *Local Government (Miscellaneous Provisions) Act 1960 (WA): Authorisation for functions under this Act.*
3. *Dog Act 1976 (WA): Authorisation to regulate dog control and enforcement matters.*
4. *Cat Act 2011 (WA): Authorisation to enforce cat management requirements.*
5. *Other relevant local laws applicable to the duties performed for your Local Government.*

The requested authorisation should be granted before the commencement of any relevant duties under this MOU. If authorisation is not provided within the specified 30-day period, the request will be escalated to the EMP&S for further action.

#### 4. MINIMUM STANDARDS FOR REFERRAL DOCUMENTATION

To ensure that services are delivered efficiently and within statutory timeframes, referrals from Receiving Local Governments must meet minimum standards of timeliness and completeness. Specifically:

- Referrals must include all necessary documentation, background information, and a clearly defined scope of the task
- Sufficient notice must be provided to allow for proper scheduling and resourcing
- Incomplete, unclear, or last-minute referrals may result in delays or non-acceptance of the task
- Recurring issues with referral quality should be reported to the Executive Manager Planning and Sustainability (EMP&S) for internal review and, if required, formally raised with the Receiving Local Government for resolution

#### 5. FEES AND CHARGES

- **Adopted Fees and Charges:**  
The Provider will charge the Recipient for services provided under this MOU at the rates as adopted and published on the Shire of Narrogin's website. These fees are updated annually and may vary based on the scope of services, labour costs, or changes in legislation.
- **Service Fees:**  
Fees will be calculated based on the services rendered, including time spent, resources used, and any additional costs such as mileage, materials, or specialised labour. A complete fee schedule, including a breakdown of charges, will be made available to the Recipient at the time of signing the MOU.
- **Billing Process:**  
Billing will occur monthly, with invoices sent to the Recipient within the first week of the month. Invoices will detail the services rendered, time spent, and associated charges (including GST, if applicable).
- **Payment Terms:**  
Payment for services rendered is due within 30 days of receipt of the invoice.

#### 6. DURATION AND TERMINATION

- **Term:**  
This MOU shall commence on [start date] and continue until terminated in accordance with the termination provisions outlined below.
- **Termination:**  
Either party may terminate this MOU with 30 days written notice. Upon termination, the Recipient is responsible for any services rendered and fees incurred up to the effective date of termination.

## 7. ANNUAL REVIEW

An annual review meeting will be held between the parties to assess the services provided under this MOU. This meeting will allow for the review of:

- The effectiveness and quality of service delivery.
- Any changes to the fee structure or adopted charges.
- The review and update of the authorisation process, if required.
- Any adjustments to services, timelines, or procedures based on feedback or changes in operational needs.

The annual review will also provide an opportunity for both parties to discuss potential improvements and align on expectations for the following year.

## 8. DISPUTE RESOLUTION

In the event of any disputes arising from the interpretation or execution of this MOU, the following steps will be taken:

- **Initial Resolution:**  
The parties will make reasonable efforts to resolve the dispute through direct negotiation.
- **Escalation Process:**  
If the dispute cannot be resolved through negotiation, the matter will be escalated to senior management (i.e., the CEO or relevant department heads) for further resolution.

## 9. CONFIDENTIALITY

Both parties agree to maintain confidentiality regarding any sensitive information shared under this MOU. Confidentiality obligations will remain in place both during and after the termination of this MOU.

## 10. COMPLIANCE WITH LEGISLATION

Both parties agree to comply with all applicable local, state, and federal legislation in the delivery and management of services under this MOU, including but not limited to the *Local Government Act 1995 (WA)* and related regulatory frameworks.

Each party remains solely responsible for fulfilling its own statutory obligations. The Service Delivering Shire does not assume, nor is it delegated, the legal responsibilities of the Receiving Local Government.

All legislative responsibilities rest with the CEO and governing authority of each respective Local Government. This MOU does not alter, transfer, or delegate those responsibilities unless expressly authorised in writing.

## **11. SERVICE DELIVERY CAPACITY AND PRIORITY**

The Shire of Narrogin's internal service delivery obligations take priority over LG2LG engagements. Tasks performed under this MOU will be scheduled based on available staff capacity and must not interfere with the Shire's ability to meet its own legislative and operational commitments.

In times of staff shortages, such as during periods of leave, vacancies, or increased internal service demands, the Shire may defer, limit, or reschedule LG2LG services at its discretion.

Any proposed new or expanded LG2LG Memoranda of Understanding will be internally reviewed with relevant Shire officers before proceeding, to ensure operational viability and resourcing capability.

## **12. RECORD-KEEPING**

Each local government is responsible for monitoring and enforcing its own regulatory functions, including Planning and Building (PB) matters such as building permits, development applications, infringements, and other statutory obligations.

Both parties agree to maintain accurate and up-to-date records of all services provided under this MOU, including but not limited to invoices, service reports, and authorisations. These records will be retained in accordance with each respective local government's record management policies and applicable legislation.

## **13. CONFLICTS OF INTEREST**

Officers from the Shire of Narrogin must not provide certification or make statutory decisions where a conflict of interest exists. This includes, but is not limited to, situations where the Receiving Local Government:

- Owns the land or building under assessment;
- Is financially contributing to the development or proposed works; or
- Would otherwise directly benefit from the outcome of the certification.

In such cases, the Receiving Local Government must obtain independent third-party certification from another local government or a suitably qualified private provider.

## **14. AMENDMENTS**

This MOU may be amended or updated by mutual written agreement between both parties. Any changes to the scope of services, fees, or other terms must be documented in writing and signed by both parties.

## **15. INDEMNITY**

The Recipient agrees to indemnify and hold harmless the Provider from any claims, damages, or liabilities arising from the Recipient's use of the services, except in the case of negligence or breach of contract by the Provider.

## 16. ACKNOWLEDGEMENT

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this MOU.

Provider: Shire of Narrogin Name: [Insert Name] Title: CEO Signature: _____ Date: _____	Recipient: [Receiving Local Government Name] Name: [Insert Name] Title: CEO Signature: _____ Date: _____
--	---



# ROE TOURISM

PATHWAYS TO WAVE ROCK  
WESTERN AUSTRALIA

## Memorandum of Understanding (MoU)

for

ROE TOURISM ASSOCIATION

1 July 2026 – 30 June 2029



## **CONTENTS**

- 1. Description of collaborating organisations**
- 2. Purpose of the MoU**
- 3. Financial contributions**
- 4. Withdrawal of Member Councils**
- 5. Admitting new Member Councils**
- 6. Communication and exchange of information**
- 7. Intellectual property**
- 8. Amendment of the Memorandum of Understanding**

## **ATTACHMENT 1**

**Terms of Agreement - dates and signatures**

## AGREEMENT

This Memorandum of Understanding (MoU) represents an agreement between;

Shire of Beverley,  
Shire of Bruce Rock,  
Shire of Corrigin,  
Shire of Kondinin,  
Shire of Kulin,  
Shire of Lake Grace,  
Shire of Narembeen and  
Shire of Quairading

("the Member Councils")

These local governments are working as an advisory committee of the participating member Councils of the Roe Tourism Association (RTA).

### 1. Description of collaborating organisations

The eight (8) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended), governed by the RTA Constitution, adopted on 15 October 2018.

### 2. Purpose of the MoU

The purpose of the MoU is to establish a financial contribution and commitment from the eight (8) Councils that form the Roe Tourism group.

### 3. Financial contributions

3.1 Member Councils are required to make Full Membership annual financial contribution towards the operations of RTA. Fees determined by the RTA committee are to be ratified by each individual Council. These contributions are to be distributed between pathway development, employment of an Executive Officer and Marketing Coordinator, and may also be requested to contribute towards specific projects or initiatives of RTA.

3.2 The Executive shall have the power to seek external funding for the association.

3.3 The committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy. Any such levy is to be ratified by each individual Council.

3.4 RTA to provide annual financial contribution information to member Councils in March each year, for budgetary considerations.

- 3.5 Manner of Payment - The contributions referred to in clause 3.1 shall be paid by each Member Council to RTA in the manner determined by Roe Tourism Association.
- 3.6 Member Councils contributions and any grant funding is to be centralised by the RTA dedicated bank account. RTA will be responsible for the financial reporting requirements.

#### **4. Withdrawal of a Member Councils**

- 4.1 A Member Council may at any time withdraw from RTA upon giving twelve (12) months written notice to of its intention to withdraw.
- 4.2 The withdrawal of a Member Council shall take effect from the end of the financial year (30 September), in which notice of withdrawal under 4.1 is given.
- 4.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

#### **5. Admitting new Member Councils**

- 5.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 5.2 Prospective new member Councils shall be required to submit an application in writing to the committee for RTA Full Membership
- 5.3 Prospective new member Councils may be admitted to join RTA subject to the unanimous agreement of the current members.
- 5.4 If a new member Council applies to join RTA, the committee shall determine and consider any additional 'entry' costs incurred by RTA for updating their website, altering the Constitution, printing new promotional material and any other associated costs.
- 5.5 On entry, a new member Council shall be liable to pay RTA the determined 'entry' cost, in addition to the annual Full Member fee and Executive Officer contribution as described in section 3.

#### **6. Communication and exchange of information**

Information dissemination is largely via email. Records are to be retained as per Record Keeping Plan of the respective local government. Agendas and Minutes are to be retained in a hard copy as well as electronic version by the RTA Executive Officer.

#### **7. Intellectual property**

Rights to the intellectual property as produced will be retained by the committee of all work produced.

#### **8. Amendment of the Memorandum of Understanding**

- 8.1 The Member Councils may amend this MoU by majority agreement of the member Councils
- 8.2 The MoU can be amended to include another local government as a party to the amending agreement.

**ATTACHMENT 1**

**Terms of the Agreement**

This MoU is effective from \_\_\_\_\_(date of signing) to 30 June 2029 and can be extended on mutual agreement of all signatories.

Signature: \_\_\_\_\_  
**Shire of Beverley** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Bruce Rock** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Corrigin** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Kondinin** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Kulin** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Lake Grace** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Narembeen** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

Signature: \_\_\_\_\_  
**Shire of Quairading** – Chief Executive Officer

\_\_\_\_\_  
Print Full Name of Authorised person

3<sup>rd</sup> of March 2026

Shire of Corrigin

Re: Development Application: Lot 21 on Deposited Plan 41206: 70 Corrigin South Road, Corrigin WA

Please find attached to this letter our application for consideration of Development to the CBH site at the above-named address.

We apply for consideration of this development as a registered builder licence # 102338.

The owners nominated contact is Timothy Roberts CBH Group Lead-Planning and Approvals. Should you require any information from the owner, he can be contacted at: [Timothy.Roberts@cbh.com.au](mailto:Timothy.Roberts@cbh.com.au)

The proposed development is part of CBH Corrigin Expansion project, which involved the installation of new storage facilities completed in October 2025 through the construction of additional infrastructure.

In addition to the information listed in the Development Application Checklist, we provide the following project-specific information.

**1.0** Site layout plan 511-ENG-CI-DGA-1000\_A showing information requested to the Development Application Checklist. In addition to this information, we note

- Proposed location of PV Array location marked does not have any effect on existing buildings on the property.
- The property is currently being used by Co-Operative Bulk Handling as a grain sampling point, with the existing buildings being 2 \* Grain Sampling laboratories, 2 \* manned weighbridge huts, and 2 \* amenity buildings.
- The proposed solar infrastructure addition will operate as behind-the-meter (BTM) system, reducing electricity consumption from the grid and lowering operational emissions.
- The proposed solar infrastructure will be located at CBH Corrigin site south side.
- The solar PV system will reduce the costs of power at the new portion of the site by reducing power draw from the grid, while earning Large Generation Credits LGCs).
- There is no proposed change to the natural ground levels.
- Property boundaries and lot dimensions shown.
- There are no proposed changes to access points from public roads, or to the access on the property. Proposed solar

infrastructure is well inside the property, with no public access. There is no expectation of additional traffic or pressure on public facilities as a result of this development.

- Existing vegetation in the area shown on drawing 511-ENG-CI-DGA-0010, clearing not required in this location.
- No Changes proposed to the traffic flow on the property to occur from the introduction of new infrastructure.
- No demolition proposed.

## **2.0 Daylight Reflectance Report OTM2410030 confirms the following:**

- Total daylight reflectance = 0.020 (2.0%)
- Diffuse daylight reflectance = 0.010 (1.0%)
- Specular daylight reflectance = 0.010 (1.0%)

There will be minimal requirements for laydown or storage during these works, and delivery requirements will not differ to what is expected as part of ordinary operations of the property. There will be no additional upgrades required of any roadways or access to facilitate the development.

No changes to the grain storage facilities will occur and there no changes to the purpose of this infrastructure as a result of this development.  
No additional landscaping is proposed for the development.

There is no proposed additional signage at the front of the property or visible from public viewpoints. Minor signage identifying the purpose of the infrastructure and parking instructions will be in place.

Construction waste will be minimal and generated waste will be disposed at the waste and recycling centre.

The construction proposed on the land involves minor earthworks, installation of concrete piers for solar terraces, electrical trenching, and stormwater trenching. Machinery and equipment that will be used in this include

- Small tool trucks
- 5t Excavator
- Skid Steer
- Forklift/ Telehandler
- Crane for the offloading of buildings
- HIAB trucks for transport and offloading of construction materials
- Small transportable concreting and construction tools.

The goods stored on the land will not change, with the site to remain a designated sampling facility for Co-Operative Bulk Handling.

A dust management plan will be in place for the life of the project. During earthworks, dust will be managed using water trucks if required.

Traffic generation as a result of the development is not expected to be significant. The small scope of work will be staffed by a team of maximum 6 workers at any time.

During the scheduled construction program, the below vehicles will be accessing the site, this program is expected to run for 5 weeks.

### Specialist Studies

- As the infrastructure has little effect on the existing nature of the property there will be no change to the traffic, or urban design aspect of the property.
- There is no land clearing or movement of trees proposed for environmental consideration.
- The proposed location of the infrastructure is not a bushfire prone location as shown in attachment D.
- No additional working hours will be supported by the addition of the proposed PV Array.
- The location of the infrastructure will not affect existing traffic flow.
- Stormwater will be managed as per details show on Drawing 511-ENG-DGA-1001\_A
- Noise Management Plan has been developed for use during all earth works and construction activities such as:  
All plant equipment and vehicles fitted with appropriate noise suppression equipment to reduce noise levels as far as practicable.  
Any contractor involved in earth works or construction will need to demonstrate and have procedures in place to ensure that all equipment is operating in good condition.  
Construction will not involve blasting.  
Restriction on working hours for construction to between 6.00am to 6:00pm on any day.

### **Property listed as Remediated for Restricted Use**

- Following remediation in 1998, hydrocarbon-impacted soil remained, at depth near the eastern boundary.

### **Restrictions on Use:**

- The land use of the site is restricted to commercial/industrial use, which excludes sensitive uses such as childcare centres, kindergartens, pre-schools and primary schools. The site should not be developed for a more

sensitive use such as recreational open space; residential use or childcare centres without further contamination assessment and/or remediation.

If you have any additional questions in relation to this application, please let us know and we will action as soon as possible.

Regards,



Michael Ellett  
Managing Director

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

2574 593

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

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

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 20 ON DEPOSITED PLAN 41206

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

CO-OPERATIVE BULK HANDLING LTD OF GPO BOX L886, PERTH

(T J027160 ) REGISTERED 20/9/2004

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

1. EASEMENT BURDEN CREATED UNDER SECTION 27A OF T. P. & D. ACT - SEE DEPOSITED PLAN 41206
2. J027159 NOTIFICATION. TOWN PLANNING AND DEVELOPMENT ACT 1928 REGISTERED 20/9/2004.

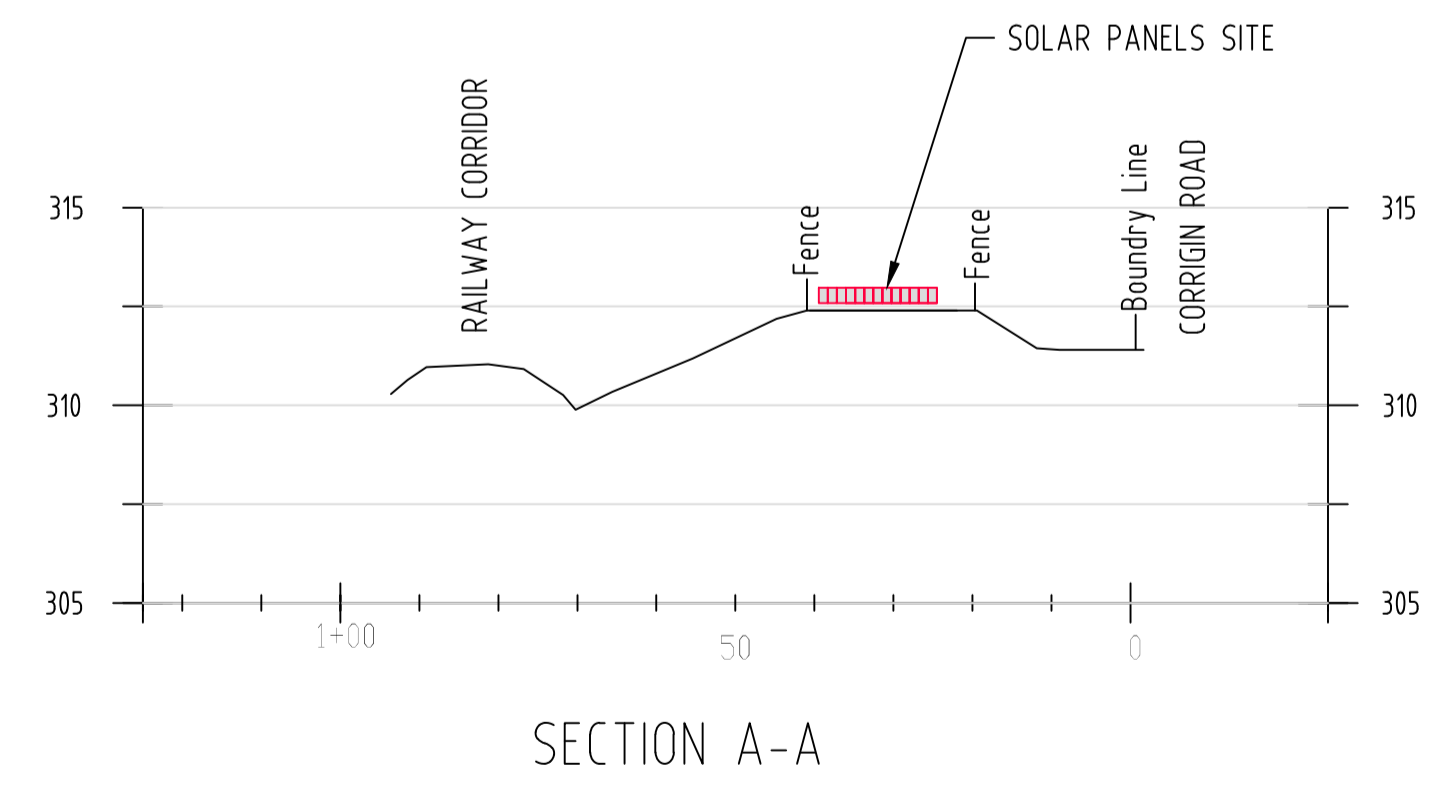
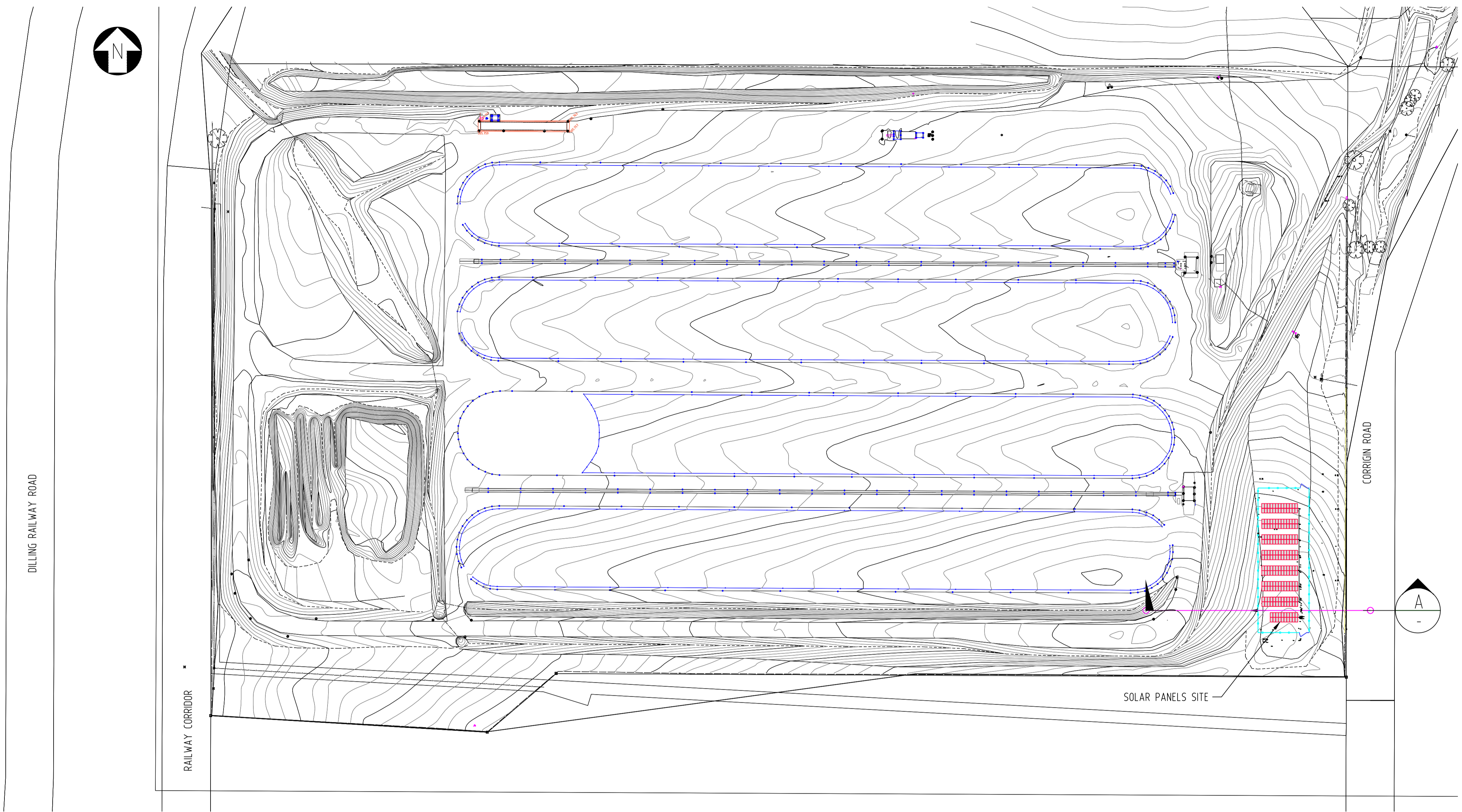
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.

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

**STATEMENTS:**

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

SKETCH OF LAND: DP41206  
PREVIOUS TITLE: 1615-369  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CORRIGIN



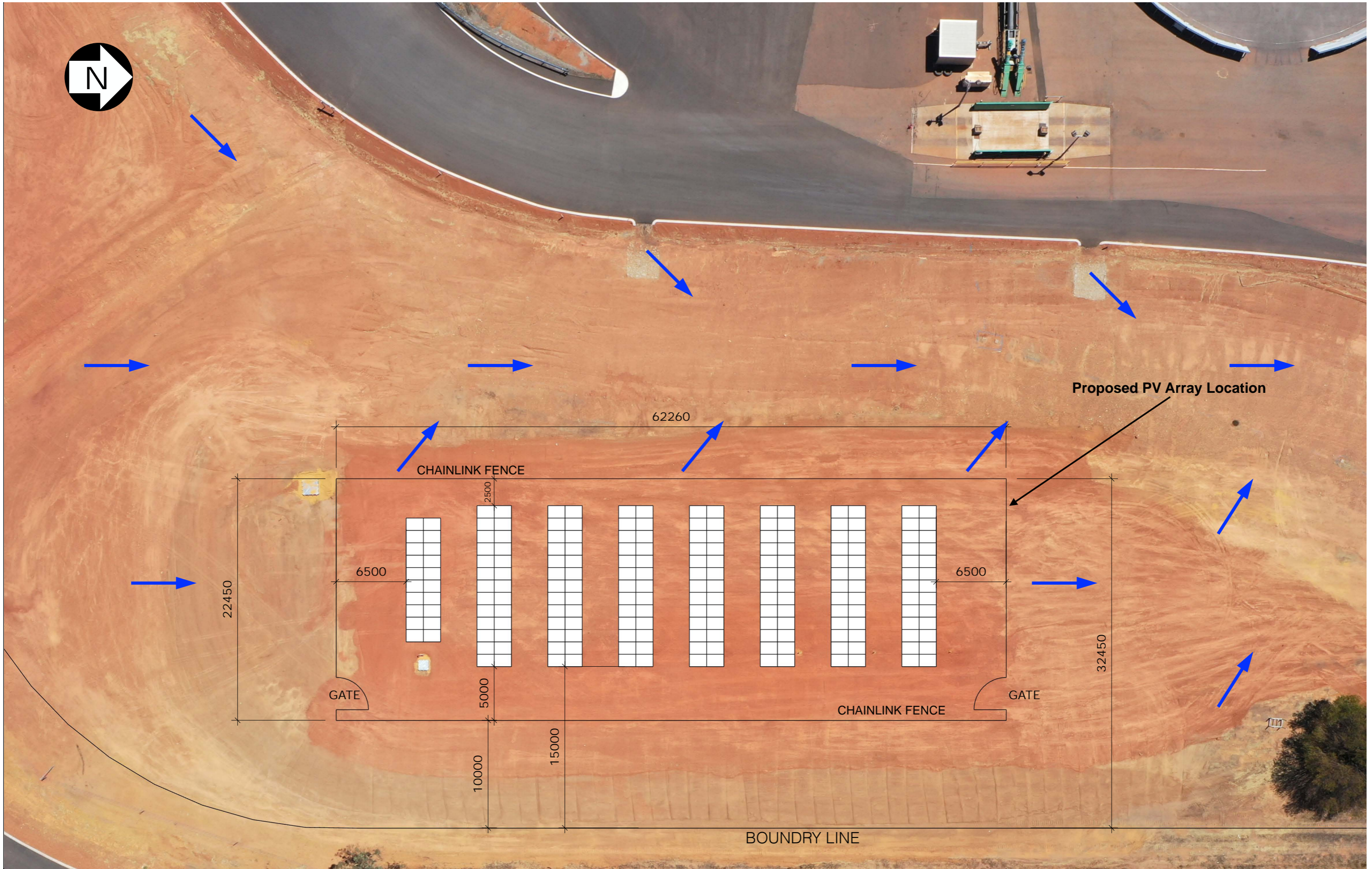
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 DO NOT SCALE FROM THIS DRAWING



REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D

SCALE	1:1000	DRAWN	N.WOODGET	27.02.26
SHEET	A1	CHECKED	A.ACHER	27.02.26
PROJECT		DESIGNED		
CONTRACT No.		DESIGN APPR		
		PROJECT APPR		

TITLE	COOPERATIVE BULK HANDLING CORRIGIN SOLAR PROJECT SITE PLAN		
ERG No	511-ENG-DGA-1000	SHEET	1 OF 2
REV.	A		



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 DO NOT SCALE FROM THIS DRAWING



REGISTERED BUILDERS NUMBER BP102336  
 ABN: 47 537 273 160

REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHKD	APPD

SCALE	DRAWN	CHECKED	DESIGNED	DESIGN APPR	PROJECT APPR
<Scale>	ALEX ARCHER				
SHEET A3					
PROJECT					
CONTRACT No.					

TITLE	DRG No.	SHEET	REV
CO-OPERATIVE BULK HANDLING CORRIGIN SOLAR PROJECT	511-ENG-DGA-1001	2 OF 2	A

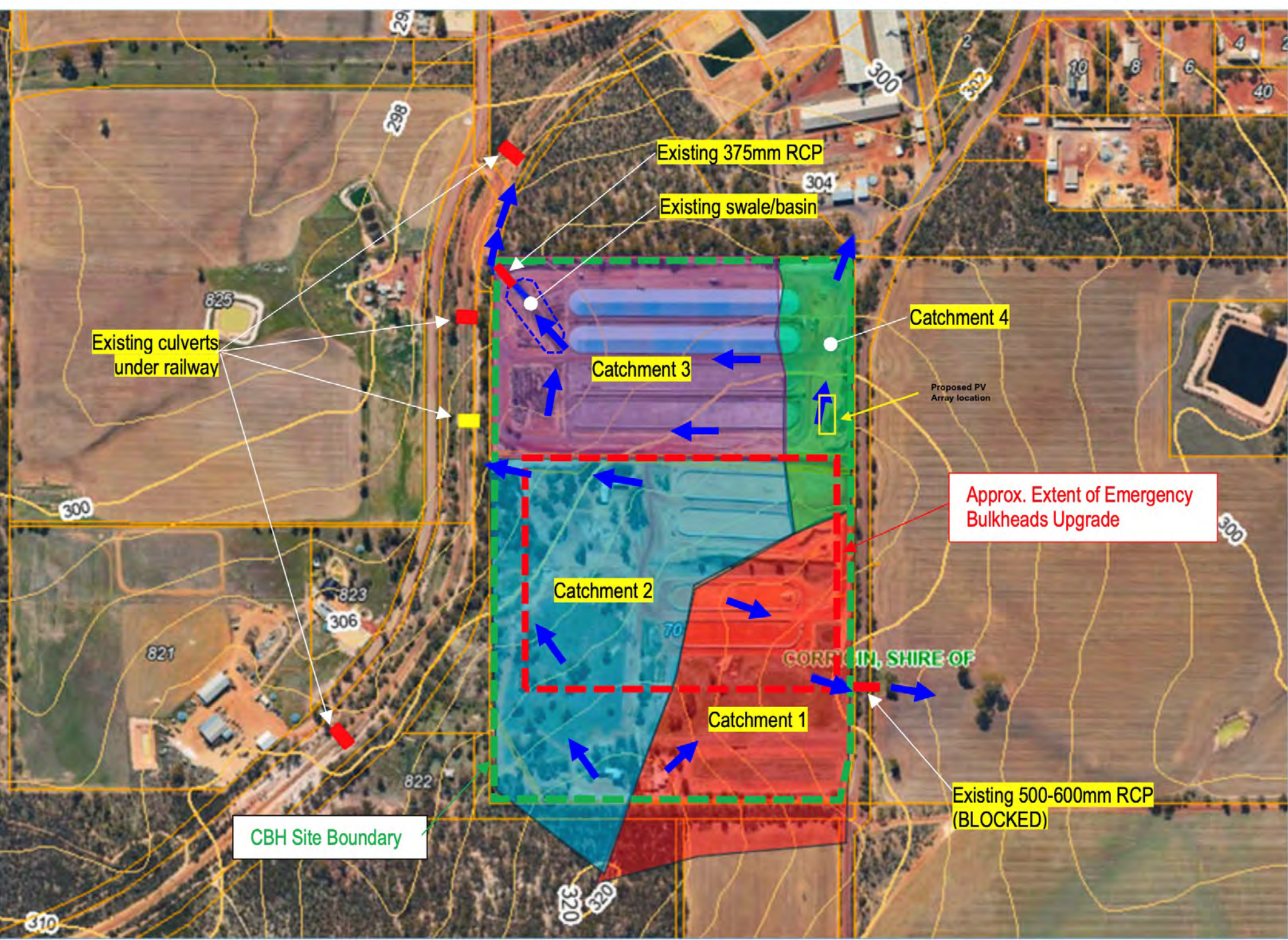
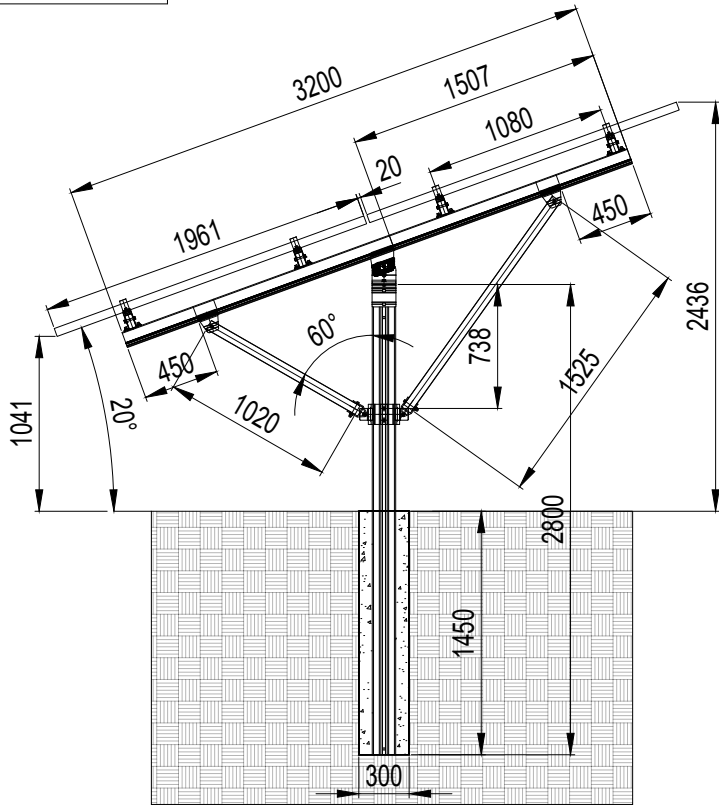
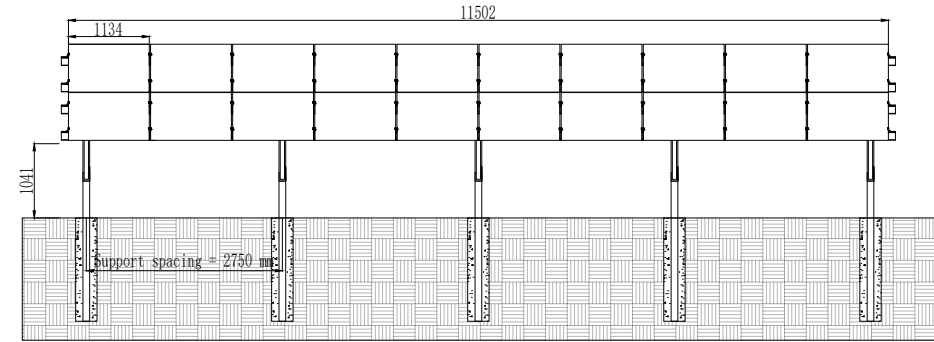
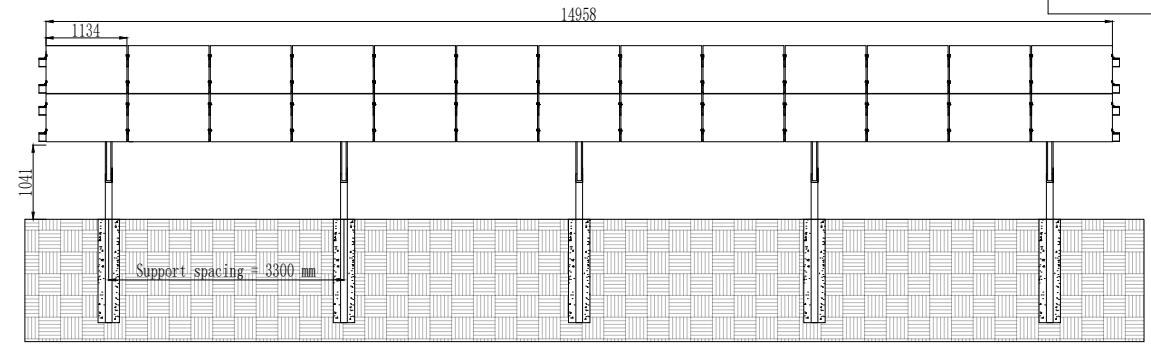


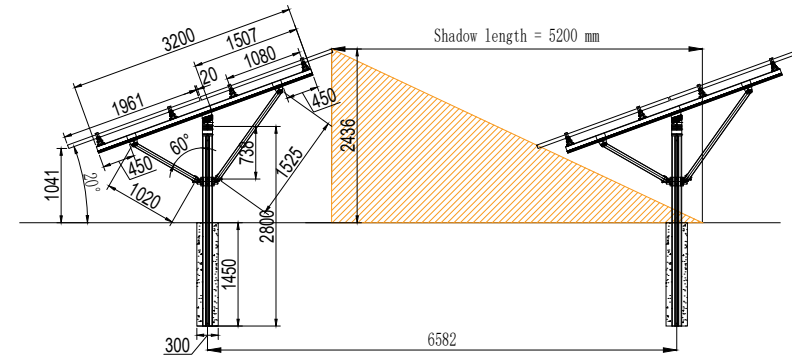
Figure 4: Existing Catchments



- ☐ Panel dimension: 1961 x 1134 x 30 mm (23.5 kg)
- ☐ Product Type: **Solar Terrace II-A**
- ☐ Panel rail type: ER-R-T110
- ☐ Maximum rail overhang: 40% of end bay spacing.
- ☐ Panel Tilt: 20°
- ☐ Foundation Type: Concrete Pier
- ☐ Panel Layout: 2 Rows x 13 Columns x 7 Array  
2 Rows x 10 Columns x 1 Array



ST II-A Front View



Note: The above center-center distance is a recommendation based on minimal shading at winter solstice from 10am to 2pm. The above does not take any slope in the North-South direction into account. The recommended distance needs to be verified by the accredited solar designer/installer on site.

ST II-A Shading Diagram Reference

Array	Tilt Angle	Maximum Spacings	Maximum Clearance	Concrete Pier Foundation		ULS Wind Pressue (kPa)	
				Min. Depth	Min. Diameter	Upward	Downward
2 x 13 x 7	20°	3300 mm	1040 mm	1450 mm	300 mm	-1.68	1.24
2 x 10 x 1	20°	2750 mm	1040 mm	1450 mm	300 mm	-1.68	1.24

Revision	Date	Revision Details	Designer
0	09/02/2026	First Issue	MR
1	10/02/2026	Second Issue	MR

**CLENERGY** Clenergy Australia

Project number: PA-069-M-2026

Project address: Cnr Kunjin St & Walton St, Corrigin WA 6367

Do Not Scale Drawings. Use Figured Dimensions Only

A4 View

# Façade & Roof Material Daylight Reflectance Test Report



Report number: OTM2410030

**Client:** Trina Solar Energy Development Pte Ltd

9 Raffles Place  
#26-01 Republic Plaza  
Singapore 048619

**Laboratory:** Optical & Thermal Testing Laboratory

OTM Solutions Pte Ltd  
21 Woodlands Close  
#07-05 Primz Bizhub  
Singapore 737854

Tel: (+65) 6908 0126  
WhatsApp: (+65) 8838 1374  
Email: [info@otm.sg](mailto:info@otm.sg)  
Web: [www.otm.sg](http://www.otm.sg)



[View laboratory profile](#)

The Optical & Thermal Testing Laboratory of OTM Solutions Pte Ltd is accredited to ISO/IEC 17025 under the Singapore Accreditation Council - Singapore Laboratory Accreditation Scheme (SAC-SINGLAS, Certificate No: LA-2016-0610-G).

The results reported herein have been performed in accordance with the terms of accreditation under the Singapore Accreditation Council.

**Report number:** OTM2410030

Note: this report supersedes the previous report OTM2406025 dated 13/06/2024, with amendment to the sample description and correction of sample dimension units on page 3.

**Job description:** Total / diffuse / specular daylight reflectance testing of 1 sample.

The sample was delivered by the client and received by OTM on 11/06/2024 and was tested on 12/06/2024.

**Approved signatory:** Dr. Chen Fangzhi

Laboratory Manager (Tel: +65 9187 7666; Email: [chen.fz@otm.sg](mailto:chen.fz@otm.sg))

**Date of test:** 12/06/2024

**Date of report:** 28/10/2024

# Façade & Roof Material Daylight Reflectance Test Report

Report number: OTM2410030



## Test method description

<b><u>Methods</u></b>	<ul style="list-style-type: none"> <li>• ASTM E903-20 Standard test method for solar absorptance, reflectance, and transmittance of materials using integrating spheres</li> <li>• ASTM E971-11 Standard practice for calculation of photometric transmittance and reflectance of materials to solar radiation</li> <li>• CIE 130-1998 Practical methods for the measurement of reflectance and transmittance</li> </ul>
<b><u>Instruments</u></b>	<ul style="list-style-type: none"> <li>• PerkinElmer Lambda 950 UV/VIS/NIR spectrophotometer, with 150 mm integrating sphere</li> </ul>
<b><u>Environmental conditions</u></b>	<ul style="list-style-type: none"> <li>• Temperature: <math>24 \pm 2</math> °C</li> <li>• Relative humidity: <math>45 \pm 15</math>%</li> </ul>
<b><u>Calculation software</u></b>	<ul style="list-style-type: none"> <li>• In-house software (DLR@OTM, V2.0.2) based on ASTM E971-11 (based on ASTM G173 AM1.5 direct normal solar spectrum)</li> </ul>
<b><u>Estimated uncertainties</u></b>	<ul style="list-style-type: none"> <li>• Total daylight reflectance: <math>\pm 0.006</math> (<math>\pm 0.6</math>%)</li> <li>• Diffuse daylight reflectance: <math>\pm 0.006</math> (<math>\pm 0.6</math>%)</li> <li>• Specular daylight reflectance: <math>\pm 0.003</math> (<math>\pm 0.3</math>%)</li> <li>• The uncertainties were estimated at a level of confidence of approximately 95%, with a coverage factor <math>k = 2</math></li> </ul>
<b><u>Notes</u></b>	<ul style="list-style-type: none"> <li>• The measurements were performed on the cell part (dark blue color) only.</li> </ul>

## Disclaimer

- The test report shall not be reproduced except in full, without written approval of the laboratory.
- The sampling was not performed by the laboratory. The test results relate only to the sample received and tested.
- The sample description information was declared by the client and it may affect the validity of the results.
- The test report is issued subject to the “Testing Service Terms and Conditions” annexed to OTM official quotation and on request from OTM.

# Façade & Roof Material Daylight Reflectance Test Report



Report number: OTM2410030

<b><u>Sample ID</u></b>	2406033																																	
<b><u>Sample description</u></b>	<p>Product: Solar Photovoltaic (PV) Module</p> <p>Brand: Trina Solar</p> <p>Type:</p> <p>(1) Triple-Cut c-Si Solar Photovoltaic Module:</p> <p style="padding-left: 40px;">TSM-XXXNEG9R.28, TSM-XXXNEG9R.25, TSM-XXXNEG9RC.27</p> <p style="padding-left: 40px;">(xxx=425-470, in step of 5)</p> <p>(2) Half-Cut c-Si Solar Photovoltaic Module:</p> <p style="padding-left: 40px;">TSM-XXXDE19R, TSM-XXXDEG19RC.20, TSM-XXXNEG18R.20, TSM-XXXNEG18R.28, TSM-XXXNEG18C.20, TSM-XXXNEG20MC.20, TSM-XXXNE19R, TSM-XXXNE19R.70, TSM-XXXNEG19RC.20, TSM-XXXNEG20C.20, TSM-XXXNE21, TSM-XXXNEG21C.20</p> <p style="padding-left: 40px;">(xxx=470-740, in step of 5)</p>																																	
<b><u>Dimension</u></b>	33 mm × 1303 mm × 2384 mm																																	
<b><u>Test results</u></b>	<p>Total daylight reflectance = 0.020 (2.0%)</p> <p>Diffuse daylight reflectance = 0.010 (1.0%)</p> <p>Specular daylight reflectance = 0.010 (1.0%)</p>																																	
<b><u>Curves</u></b>	<table border="1"> <caption>Approximate data points from the reflectance curves graph</caption> <thead> <tr> <th>Wavelength [nm]</th> <th>Total reflectance [-]</th> <th>Diffuse reflectance [-]</th> </tr> </thead> <tbody> <tr> <td>380</td> <td>0.020</td> <td>0.010</td> </tr> <tr> <td>420</td> <td>0.018</td> <td>0.009</td> </tr> <tr> <td>460</td> <td>0.016</td> <td>0.008</td> </tr> <tr> <td>500</td> <td>0.014</td> <td>0.007</td> </tr> <tr> <td>540</td> <td>0.012</td> <td>0.006</td> </tr> <tr> <td>580</td> <td>0.010</td> <td>0.005</td> </tr> <tr> <td>620</td> <td>0.009</td> <td>0.004</td> </tr> <tr> <td>660</td> <td>0.008</td> <td>0.003</td> </tr> <tr> <td>700</td> <td>0.007</td> <td>0.002</td> </tr> <tr> <td>740</td> <td>0.006</td> <td>0.001</td> </tr> </tbody> </table>	Wavelength [nm]	Total reflectance [-]	Diffuse reflectance [-]	380	0.020	0.010	420	0.018	0.009	460	0.016	0.008	500	0.014	0.007	540	0.012	0.006	580	0.010	0.005	620	0.009	0.004	660	0.008	0.003	700	0.007	0.002	740	0.006	0.001
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# Façade & Roof Material Daylight Reflectance Test Report

Report number: OTM2410030



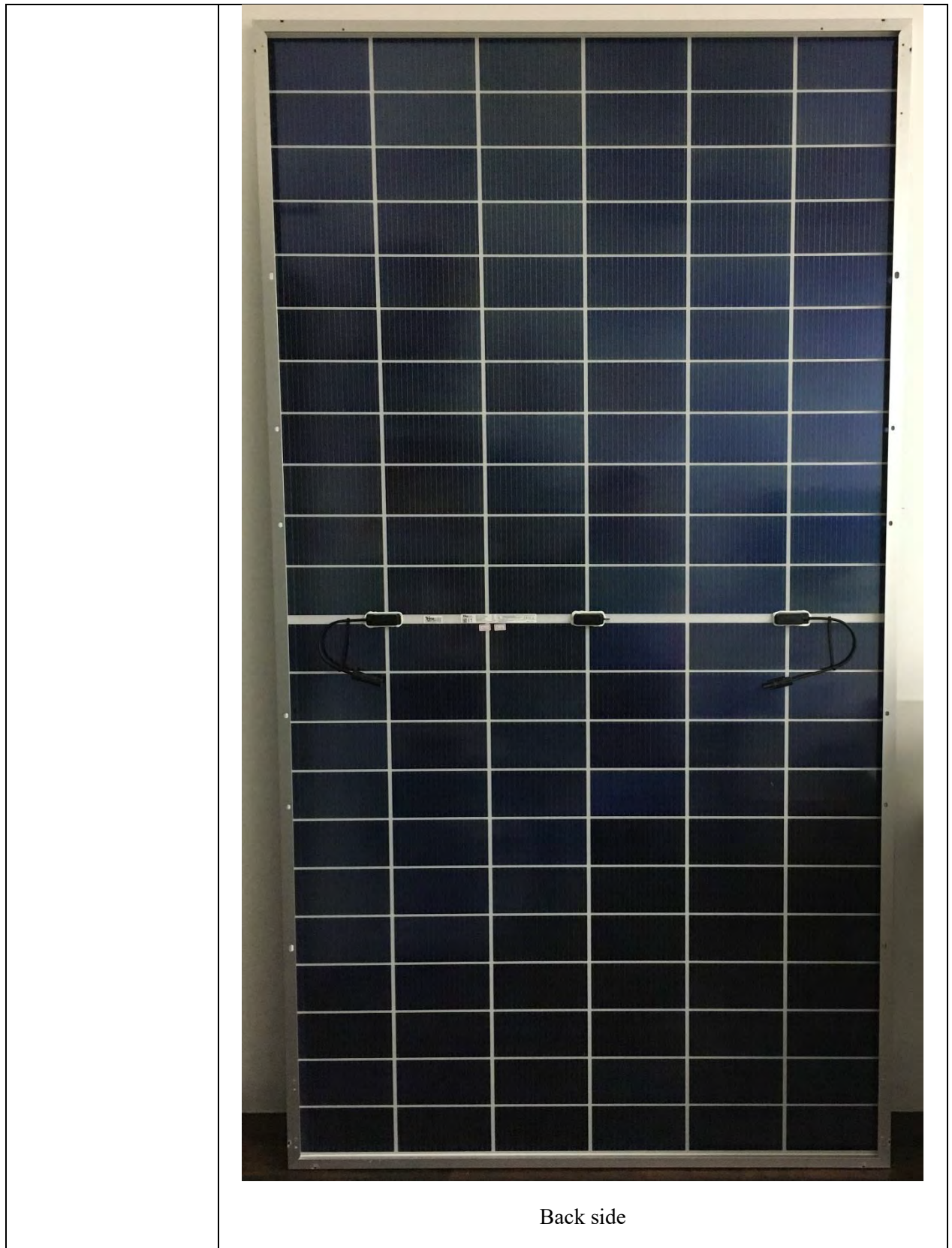
## Photos



Front side (the side tested)

**Façade & Roof Material  
Daylight Reflectance  
Test Report**

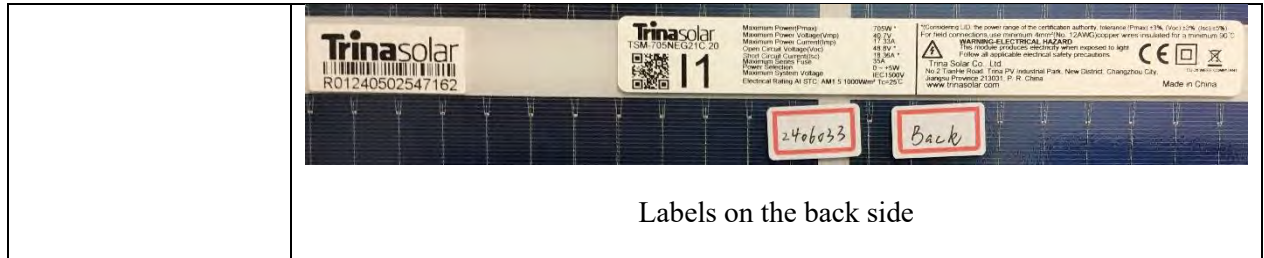
Report number: OTM2410030



Back side

# Façade & Roof Material Daylight Reflectance Test Report

Report number: OTM2410030





<b>Project Number &amp; Title:</b>	511 – 2922 CORRIGIN IFC SITE EXPANSION
<b>Contractor:</b>	Shawmac

Document Information		
CBH Document Number	Contractor Document Number	Document Title:
511-2922-CI-RPT-0005	2408002-SWMP-001	Stormwater Management Plan

Revision History					
CBH Rev No	Contractor Rev No.	Description	Date	Approved By (Contractor)	Approved By (CBH)
A	A	Issued for Review	11.10.24	James Bridge	
B	B	Issued for Review	20.11.24	James Bridge	
C	C	Issued for Review	21.08.25	James Bridge	



- 1 - APPROVED
- 2 - APPROVED WORK MAY PROCEED - Submit IFT / IFD / IFU / IFC Documentation
- 3 - APPROVED EXCEPT AS NOTED - Revise and Resubmit
- 4 - NOT APPROVED, WORK MAY NOT PROCEED - Revise and Resubmit
- 5 - INFORMATION ONLY

Signature  Date

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c. affect the time for performance of the Contractors or the Contractors Representative's obligations.



# Stormwater Management Plan

Project:	Corrigin Expansion Stormwater Management Plan
Client:	CBH
Author:	J. Bridge
Date:	21 <sup>st</sup> August 2025
Shawmac Document #:	2408002-SWMP-001
CBH Document #:	511-2922-CI-RPT-0005

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Document Status: Client Review

Version	Prepared By	Reviewed By	Approved By	Date
A	J. Bridge	R. Needham	J. Bridge	11.10.24
B	J. Bridge	-	J. Bridge	20.11.24
C	J. Bridge	-	J. Bridge	21.08.25

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File Reference: Y:\Jobs Active 2024\CE - Roads & Drainage\CBH\_Corrigin Redesign\_2408002\3. Documents\3.16 SWMP\511-2922-CI-RPT-0005\_C.docx



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## 1. Introduction

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### 1.1. The Project

CBH are currently undertaking planning for a proposed expansion to their Corrigin grain receival site which requires converting the existing unsealed emergency bulkheads to permanent and installing fixed in loading equipment.

The expansion includes consideration of the following proposed upgrades:

- Conversion of the existing emergency specification bulkheads, OBH 06-09 to permanent standard.
- Installation of a 2 x new CLS and Auger Pit.
- Installation of new weighbridge.
- New staff amenities.
- Replacement of existing Sample Platform with a new twin spear Type 11 Sample Platform.
- Possible existing weighbridge length increase (outside of scope).
- Modifications to existing drainage infrastructure and access roads.
- Replacement of existing OBH 05 frames with 1.8m high frames.

**Figure 1** shows the existing site.

Refer to **Appendix A – CBH Concept Design** for full details of the proposal.

Shawmac have been commissioned by CBH to prepare the amended IFC designs for the works including drainage.



Figure 1: Existing Site

## 1.2. Purpose

The purpose of this report is to outline and quantify the proposed stormwater management measures to be adopted in support of the proposed works.

This report should be read conjunction with the design drawings.

## 2. Existing Situation

### 2.1. Site Characteristics

The majority of the proposed scope area within the CBH site is currently occupied by unsealed emergency bulkheads; TBH 06, 07, 08 and 09. The proposed upgrade of the bulkheads also extends further to the west and south within existing uncleared land that consists of some scatters trees and grass and low shrubs.

There is an existing shallow low spot in the south east corner of the site that would capture very minor events of the south east site catchment before overtopping into the existing Corrigin South Road reserve.

There is an existing swale/basin in the north west corner of the site that takes stormwater runoff from the north portion of the existing site.

The existing undisturbed south west portion of the site, and part of the central developed south portion of the site, freely drains to the west and out of the site boundary.

Refer **Figure 2** for existing site characteristics.



Figure 2: Existing Site Characteristics

## 2.2. Geotechnical

The Geological Survey of Western Australia 1:250,000 Geological Series of maps sheet for Corrigin (Sheet No. SI 50- 03) indicates that the site is generally underlain by the following units:

- Anp: Granofels derived from foliated seriate and porphyritic adamellite; and
- Czl: Laterite – limonite cemented, nodular and massive duricrust overlying deeply weathered bedrock.

Colluvium and minor alluvium, described as “silt, sand and gravel derived from underlying and adjacent laterite and bedrock” is also indicated in the vicinity of the site.

CBH commissioned WSP to undertake a geotechnical investigation on the site to support the expansion works.

WSP described the site soils as typically consisting of:

- **TOPSOIL: Silty SAND/Sandy SILT (SM/ML):** not encountered at all test locations, fine to coarse grained sand, brown to dark brown, non-plastic fines, occasionally trace to with fine to coarse grained gravel, trace rootlets, weakly cemented in parts, dry of plastic limit, friable to firm, extending to depths of between about 0.05 m and 0.3 m, overlying;
- **ALLUVIAL SOIL: Silty SAND/Clayey SAND/Sandy CLAY/Sandy GRAVEL/Sandy Clayey GRAVEL (SM/SC/CL-CI/GP/GC);** not encountered at all test locations, fine to coarse grained sand, non-plastic to high plasticity fines, brown to orange-brown, red and grey, sub-angular to angular gravel, dry of plastic limit, firm to hard/medium dense to very dense, extending to depths ranging from about 0.8 m (refusal depth) to the maximum depth investigated of 2.2 m.

Exceptions to the above generalised profile were encountered at the following locations:

- Residual soil derived from the underlying weathered granitic rock was encountered at some locations to the maximum depth investigated of 3.8 m during the Golder (2021) investigation. Refer to Appendix A for further details.
- Granite causing relatively shallow refusal to the backhoe was encountered in some areas. Granite outcrops were also observed across the site.
- Test Pits GTP06 and GTP07, which encountered Clayey SAND (SC); fine to medium grained, orange and dark brown, low plasticity clay, dry, very dense, extending depths of between about 0.6 m and 1.0 m, refusing on inferred GRANITE.
- Test Pit GTP14 which encountered Sandy GRAVEL (GP); fine to coarse grained, sub-angular, orange brown, fine to coarse grained sand, trace granitic cobbles up to 90 mm diameter, dry, very dense, extending the depth of about 1.1 m.

The depth to rock varied significantly across the site, even over relatively short distances. It is noted that test pits conducted in close proximity to each other sometimes encountered rock at significantly different depths. The



inferred depths to rock within each test pit are provided in the WSP report (CBH Doc #: 511-2922-CI-RPT-0003\_R1\_IFU).

The pavement profile at the temporary open bulkhead comprises as follow:

- **BASECOURSE: Clayey GRAVEL(GC)**; fine to coarse grained sub-rounded to sub-angular gravel, brown to orange-brown, low plasticity clay, with fine to medium grained sand, dry, very dense, extending from surface level to the depth of about between 0.25 m (refusal depth) and 0.4 m, overlying.
- **SUBGRADE: Clayey SAND (SC)** – encountered at GTP04 only, fine to medium grained sand, orange brown to red, low plasticity clay, trace fine to coarse grained lateritic gravel, dry, very dense, extending to the maximum depth investigated of 0.41 m.

The results of permeability testings returned an infiltration value of <1m/day. The results of the testing indicate the site may be relatively impermeable from a stormwater disposal perspective. Therefore, it is assumed that the basins are impermeable from a stormwater disposal perspective.

Groundwater was not observed during the fieldwork conducted at the site. However, groundwater may perch in other areas, or on the rock encountered at the site, following wet periods.

### 2.3. Environmental

The majority of the proposed expansion is within already cleared or developed land. The proposed upgrade of the bulkheads also extends further to the west and south within existing uncleared land that consists of some scatters trees and grass and low shrubs that will require clearing.

Other than the required tree clearing, there are no particular environmental concerns.

### 2.4. Terrain

There is a ridge line running in the south west to north east direction in the south east corner of the site. As a result, the natural terrain predominately falls to the north west and to the east on either side of the ridge line at 3% in both directions.

The CBH site falls from a high of 318m AHD in the south to a low of 304m AHD in the north west and 310m AHD in the east.

**Figure 3** shows the natural terrain surrounding the site (2m contours).



Figure 3: Existing Site Contours



## 2.5. Surface Water Catchments

With respect to the layout of the existing CBH's facilities, proposed works, and drainage infrastructure, the existing site can be divided into four main catchments.

Catchment 1 directs the south eastern corner and free flowing into the existing Corrigin South Road reserve. Once in the road reserve, the stormwater then conveyed under the road to the eastern neighbouring lot via an existing blocked 500-600mm RCP culvert.

Catchment 2 directs the existing undisturbed south west portion of the site, and part of the central developed south portion of the site, to the west and out of the site boundary towards an existing culvert under the railway.

Catchment 3 directs the majority of the existing developed permanent bulkheads in the north to an existing swale/basin that is directed out of the site to the northwest via an existing 375m RCP culvert. The stormwater is then directed to an existing culvert under the railway within existing swales/drains.

Catchment 4 directs a smaller portion of the eastern site to the north to the existing northern CBH site.

**Figure 4** shows the existing catchments impacting the site.

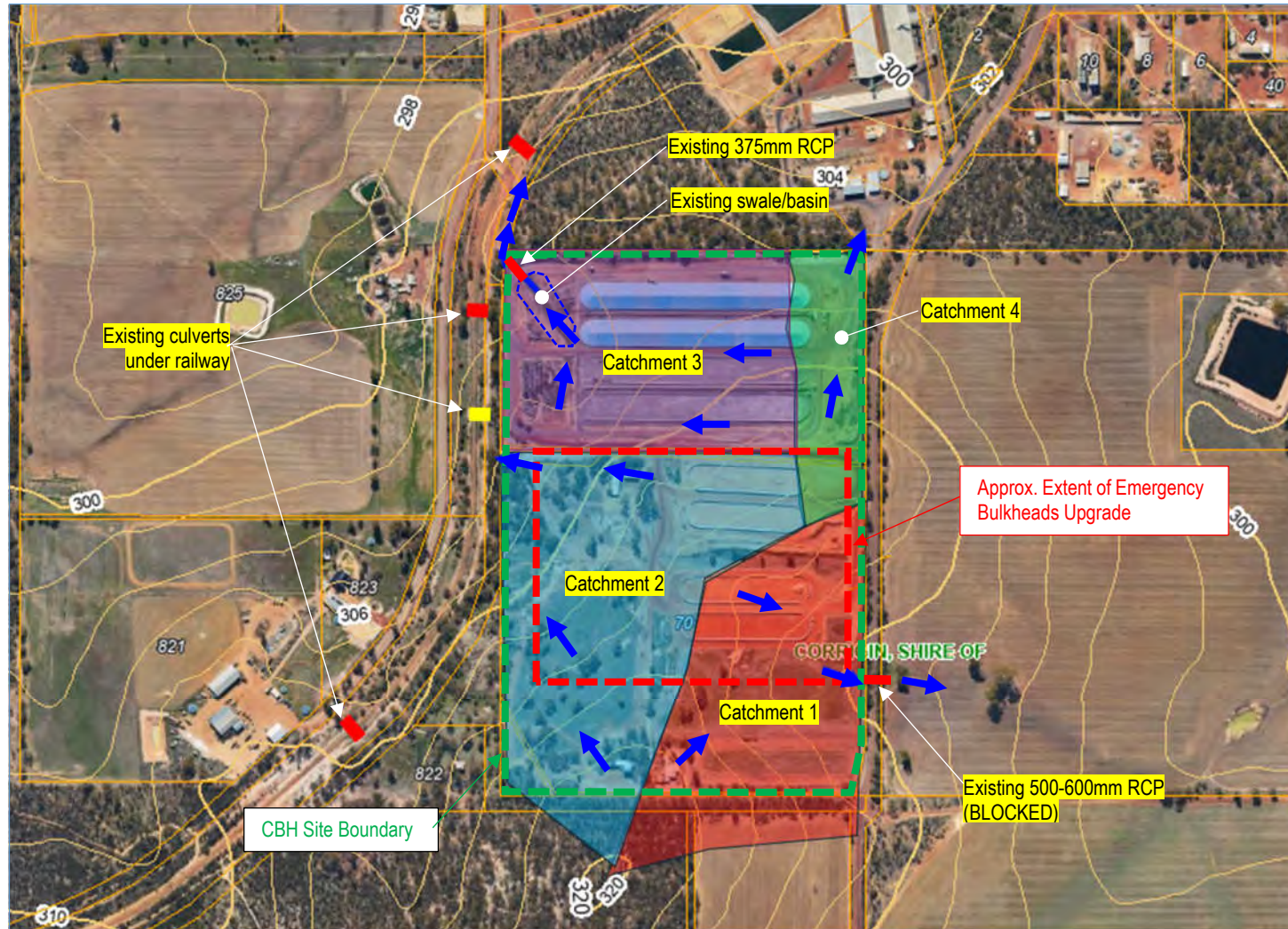


Figure 4: Existing Catchments



An XP-STORM model was built to reflect the predevelopment situation of the and the resultant flow rates and volumes estimated are shown in **Table 1**. It is noted that only Catchment 1 and 3 predevelopment flow rates have been estimated as the stormwater management strategy is to direct all flows to/from these catchments.

**Table 1: Estimated Predevelopment Discharge**

Item	50% AEP (2 year ARI)	20% AEP (5 year ARI)	10% AEP (10 year ARI)	5% AEP (20 year ARI)
Catchment 1	0.15	0.27	0.39	0.54
Catchment 3	0.15	0.17	0.19	0.20

### 3. Stormwater Management Strategy

#### 3.1. Catchment 1

It is proposed to install a new basin in the south eastern corner to capture and control Catchment 1 prior to discharging out of the site and into the road reserve.

As discussed with and agreed by CBH, and to reduce the impact to the existing public road, the basin has been designed to contain the post 20-year ARI event and to discharge at the maximum 2-year ARI event predevelopment flow rate via a 225mm PVC pipe.

In addition, CBH are proposing to upgrade the existing blocked 500-600mm RCP culvert with a 300mm high by 900mm wide box culvert. The new box culvert has been checked to ensure it can withstand the proposed basin outflow and the existing external/road catchments for the 20 year ARI event.

It is noted that as the existing 500-600mm RCP culvert under the public road is currently blocked, by upgrading the culvert to a free flowing box culvert it would likely result in an increase in discharge volume and possibly velocities downstream into the adjacent lot.

To reduce the impacts to the downstream adjacent lot, and as per **Figure 5**, CBH are proposing to deepen the proposed basin by 1m below the proposed basin outlet culvert invert level to retain 3,800m<sup>3</sup> of stormwater before the basin discharges.

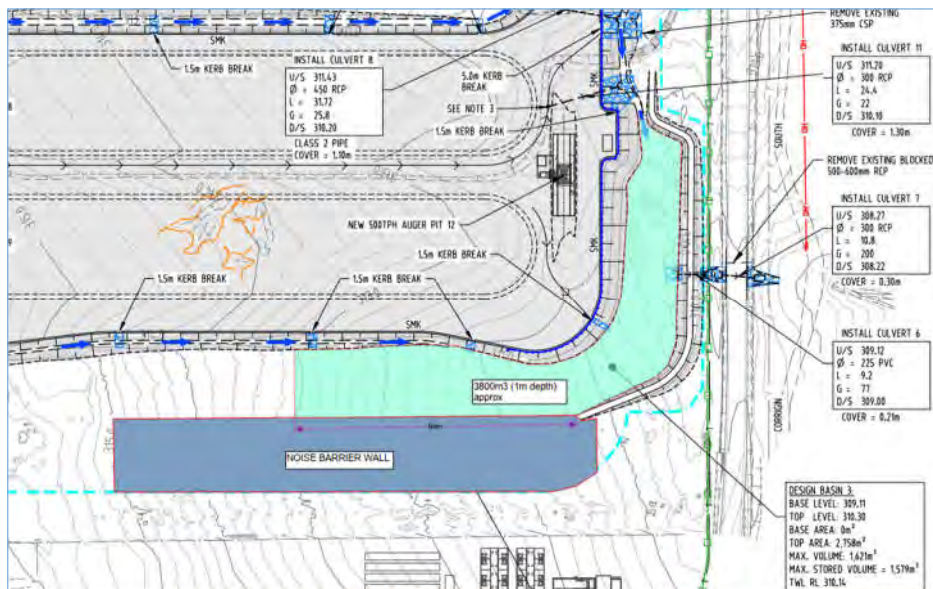


Figure 5: Additional Retention Storage

Assuming the basin is completely empty, drainage modelling of the additional 3,9800m<sup>3</sup> storage has confirmed the following:

- 1, 2 and 5 year-events are completely contained within the additional 3800m<sup>3</sup> and no water is discharged out of the basin.
- The basin outlet culvert will start to discharge at the 10 year / 24 hr event and greater. Durations less than the 24 hour event are retained.
- The basin outlet culvert will start to discharge at the 20 year / 12 hr event and greater. Durations less than the 12 hour event are retained.

As noted, the above assumes the basin is empty. If there is stormwater contained within the basin already, then the basin outlet culvert will discharge at lower storm events / durations. If the 3,800m<sup>3</sup> storage is full, then during the 20 year-event the basin will discharge at the maximum 2-year ARI event predevelopment flow rate via a 225mm PVC pipe.

It is recommended that CBH monitor the discharge from the public road culverts and the downstream adjacent lot and undertake any maintenance/rectification that may be required due to the increase in volume.

### **3.2. Catchment 2 and 3**

As directed by CBH, the proposed expansion works within Catchment 2 is to be contained/controlled and directed into Catchment 1. This is to ensure Catchment 2 is directed to a basin and reduces the flow directed to the existing culvert directly to the west.

It is therefore proposed to upgrade the existing swale/basin in the north west corner to contain the post development 20 year ARI event for Catchment 2 and 3. To reduce impact on the downstream drainage network outside of the CBH site boundary, it is proposed to retain the existing 375mm RCP basin outlet culvert. This will ensure that predevelopment flow rates are not exceeded and also to allow the basin to continue to be free draining.

Due to the increase in catchment area, the existing basin size needs to be significantly increased as well as constructing an additional basin around the reticulation area just south of the existing basin. This allows the two basins to operate in combination and contains the post 20 year ARI event while also discharging at the 2 year existing/predevelopment flow rate.

There is a small section of existing access road at the north east corner of the most northern basin that requires upgrading to lift the shoulder/subgrade to ensure minimum freeboard is achieved. It is recommended that the levels in this area are checked prior to upgrading/lifting as there might be discrepancies in the survey that may confirm the levels do not require lifting or that the extent of lifting/upgrading could be greater than what has been currently proposed.

It is noted that although the predevelopment flow rates won't be exceeded; by capturing and directing Catchment 2 to the north and discharging to the north west, the total basin stormwater volume outflow to the north west will be increased due to the increase in total catchment area contributing to the site basin/culvert outflow. It is



recommended that CBH monitor the discharge to the north west and undertake any maintenance/rectification that may be required due to the increase in volume.

### **3.3. Catchment 4**

The existing Catchment 4 directs a smaller portion of the eastern site to the north to the existing northern CBH site. A small portion of the southern extent of this catchment will be cut off by the exit road and will be directed south into Catchment 1. The basin within Catchment 1 has been designed for this additional flow. The remaining northern portion of Catchment 4 will continue be directed to the north to the existing northern CBH site as per the current situation.

### **3.4. Overall Strategy Summary**

In summary, refer to **Figure 6** for new proposed catchment area strategy for the site.

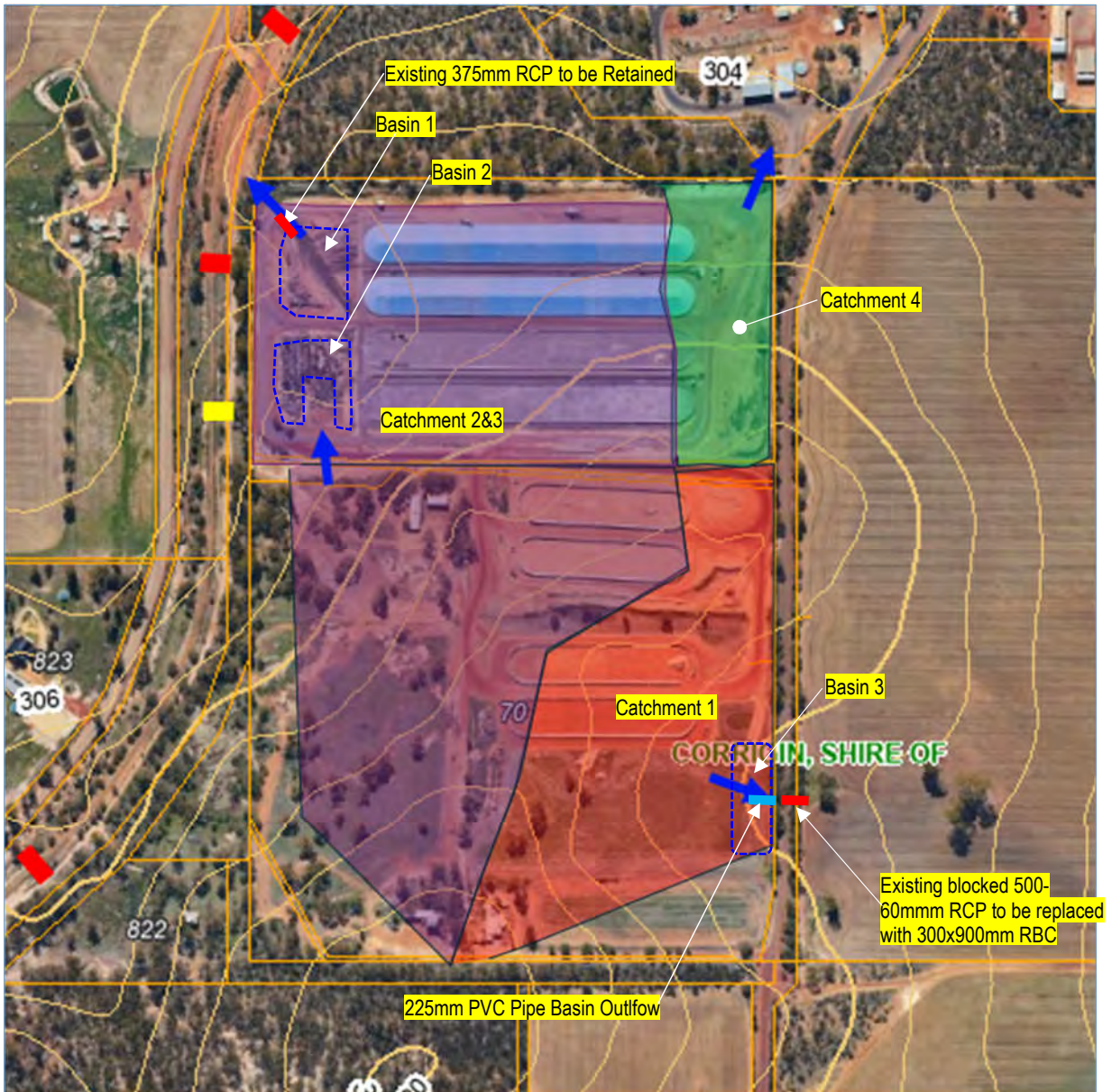


Figure 6: New Catchment Strategy

### 3.5. Stormwater TS-10A Non-Conformances

#### 3.5.1. Existing Drian – South of OBH 05

Due to the existing road levels/clearance for the OBH 05 south road and the road further south (which is significantly higher), a drain that complies to TS10A could not be implemented for the full length of drain.

To comply with TS10A, an 830mm deep drain with a 1m wide base is required to achieve a 400mm min invert depth to subgrade and a 300mm freeboard to subgrade. However, this results in steep batters along the drain (which would require rock pitching for the full extent) and would also increase the height difference to the southernmost road which may then require a barrier for protection.

CBH have confirmed that a 1:2 batter can be adopted for the OBH 05 south road widening as the batter slope is protected by kerbing and rock protected kerb breaks/spillways. Therefore, a drain has been designed as wide as possible without impacting the batters of the southernmost road to avoid requiring a barrier or additional rock protection.

Due to the constraints, the drain at the upstream end is approximately 600mm deep from shoulder level and batters at 1:2 to the existing drain invert. However, along the drain towards the downstream end, where catchment area and design flows will be higher, the drain size increased to an approximate 900mm deep 500mm wide trapezoidal drain. As a result, the freeboard to subgrade increases from -30mm to 340mm from the upstream to downstream section of the drain. As the full catchment would not contribute to the full length of the drain, the flow would be lower the further upstream and therefore greater freeboard also achieved the further upstream (greater than the -30mm freeboard).

In addition, CBH have confirmed that the pavement along this section of drain is to be cement stabilised to reduce the likelihood of pavement saturation during any short term pooling.

### **3.6. Design Criteria**

The design criteria adopted is in accordance with CBH's Design Specification (TS10A). The key requirements of these specifications are:

- The basins are to be designed for the critical 20-year event. Basins have been designed with an outflow rate not exceeding the 2-year ARI predevelopment flow.
- Adequately protect the site from inundation and flooding from internal upstream catchments and downstream basin.
- The open drains and culverts are to be designed for the 20-year event in accordance with CBH requirements.
- Open drain inverts are to be set at a minimum 0.4m below subgrade level.
- A minimum freeboard level of 300mm to subgrade as per CBH TS10A Design Specification.
- Culvert headwater heights (short term ponding) are to be limited to a maximum 300mm below shoulder.
- A minimum freeboard level of 300mm to subgrade as per CBH TS10A Design Specification for long term ponding (i.e. to basin TWL).
- Culverts may have a minimum cover of 400mm (RCP Class 4).
- Minimum drain and culvert fall of 0.3%.
- Maximum water velocity in open drains of 2m/s (without scour protection).
- Surface water runoff to basins is to be controlled by means of drains, culverts and and/or earth bunds directing the flow towards the inlet of the basins.
- Implement road kerb with stone pitching spillway as erosion control measure, where required.



### 3.7. Modelling Assumptions

An XPSTORM model was built for the expansion design based on the following assumptions:

- Design rainfalls and temporal patterns are based on ARR 2019.
- Basin infiltration losses (for modelling purposes) – 50mm/day
- Infiltration losses have been assumed as follows:
  - Pervious areas – 15mm initial loss, 0mm continuing loss.
  - Impervious areas (e.g., new/existing pavements) – nil losses (assumed).
- Model outcomes reflect the median event from the hydraulic model.
- Culvert entry/exit loss coefficients are assumed as 0.5/1.0 respectively.
- Mannings 'n' values assumed as follows:
  - Table/open drains – 0.025
  - Concrete culverts – 0.014
- For drainage modelling purposes, it is assumed that the 3,800m<sup>3</sup> additional storage in Basin 3 is full prior to the 20 year-event.

### 3.8. Stormwater Quantity and Model Outcomes

Refer drawing 511-ENG-CI-DDR-0006 and 0007 for general arrangement drawing detailing the drainage design.

Refer to **Figure 7** for drainage labelling.





Table 2 provides a summary of the modelling outcomes for the basin.

Table 2: Basin Design Outcomes

Item	Basin 1	Basin 2	Basin 3
Base Level (m AHD)	303.52	303.52	309.11
Base Area (m <sup>2</sup> )	5720	2883	0
Top Level (m AHD)	305	305	310.3
Top Area (m <sup>2</sup> )	7,083	4,575	2,758
Max Volume (m <sup>3</sup> )	9,451	5,239	1,624
Lowest Upstream Shoulder RL	305.00	305.00	311.67
Lowest Upstream Subgrade RL	304.57	304.57	311.24
Water depth (m)	0.73	0.75	1.03
TWL (m AHD)	304.25	304.27	310.14
Max Stored Volume (m <sup>3</sup> )	4,400	2,475	1,579
Freeboard (m) to top level of basin	0.75	0.73	0.16
Freeboard (m) to lowest upstream shoulder level	0.75	0.73	1.53
Freeboard (m) to lowest upstream subgrade level	0.32	0.3	1.1
Critical Event (hr)	12	12	3
Peak Outflow Rate (m <sup>3</sup> /s)	0.136	0.69	0.094



---

**Table 3** provides a summary of the modelling outcomes of the pertinent open drains within the site.



Table 3: Open Drain Design Outcomes

Open Drain	Min Drain Size	Max Flow (m <sup>3</sup> /s)	Max Velocity (m/s)	Max Flow Depth (m)	Freeboard to Shoulder	Freeboard to Subgrade	Comment
A1	600mm Deep V-Drain	0.07	0.67	0.20	0.40	-0.03	Refer Section 3.5.1 of the Report for Commentary
A2	0.5m Wide 900mm Total Depth	0.07	0.67	0.13	0.77	0.34	
B	2m Wide 400mm Depth Below Subgrade	0.22	0.75	0.10	0.73	0.30	
C	3m Wide 450mm Depth Below Subgrade	0.97	1.57	0.15	0.73	0.30	
D	3m Wide 550mm Depth Below Subgrade	0.95	1.11	0.21	0.77	0.34	
E	3m Wide 450mm Depth Below Subgrade	0.64	1.35	0.13	0.75	0.32	
F	3m Wide 400mm Depth Below Subgrade	0.37	1.12	0.10	0.73	0.30	
G	2m Wide 400mm Depth Below Subgrade	0.17	0.97	0.08	0.75	0.32	
H1	2m Wide 500mm Depth Below Subgrade	0.11	0.69	0.07	0.86	0.43	
H2	2m Wide 500mm Depth Below Subgrade	0.25	0.83	0.13	0.80	0.37	
H3	2m Wide 500mm Depth Below Subgrade	0.54	1.65	0.13	0.80	0.37	
I	2m Wide 400mm Depth Below Subgrade	0.18	0.55	0.10	0.73	0.30	
J	1m Wide 400mm Depth Below Subgrade	0.07	0.50	0.06	0.77	0.34	
K	2m Wide 400mm Depth Below Subgrade	0.22	0.71	0.10	0.73	0.30	
L	1m Wide 400mm Depth Below Subgrade	0.08	0.65	0.06	0.77	0.34	
M	2m Wide 400mm Depth Below Subgrade	0.18	0.60	0.08	0.75	0.32	
N	1m Wide 400mm Depth Below Subgrade	0.06	0.70	0.07	0.76	0.33	
O	2m Wide 400mm Depth Below Subgrade	0.18	0.85	0.08	0.75	0.32	
P	2m Wide 400mm Depth Below Subgrade	0.22	1.03	0.07	0.76	0.33	
Q	Existing 2.5m Wide 1m Deep Drain	0.136	0.66	0.08	0.75	0.32	Existing outlet drain - North West Corner



---

**Table 4** provides a summary of the modelling outcomes of the culverts within the site.



Table 4: Culvert Design Outcomes

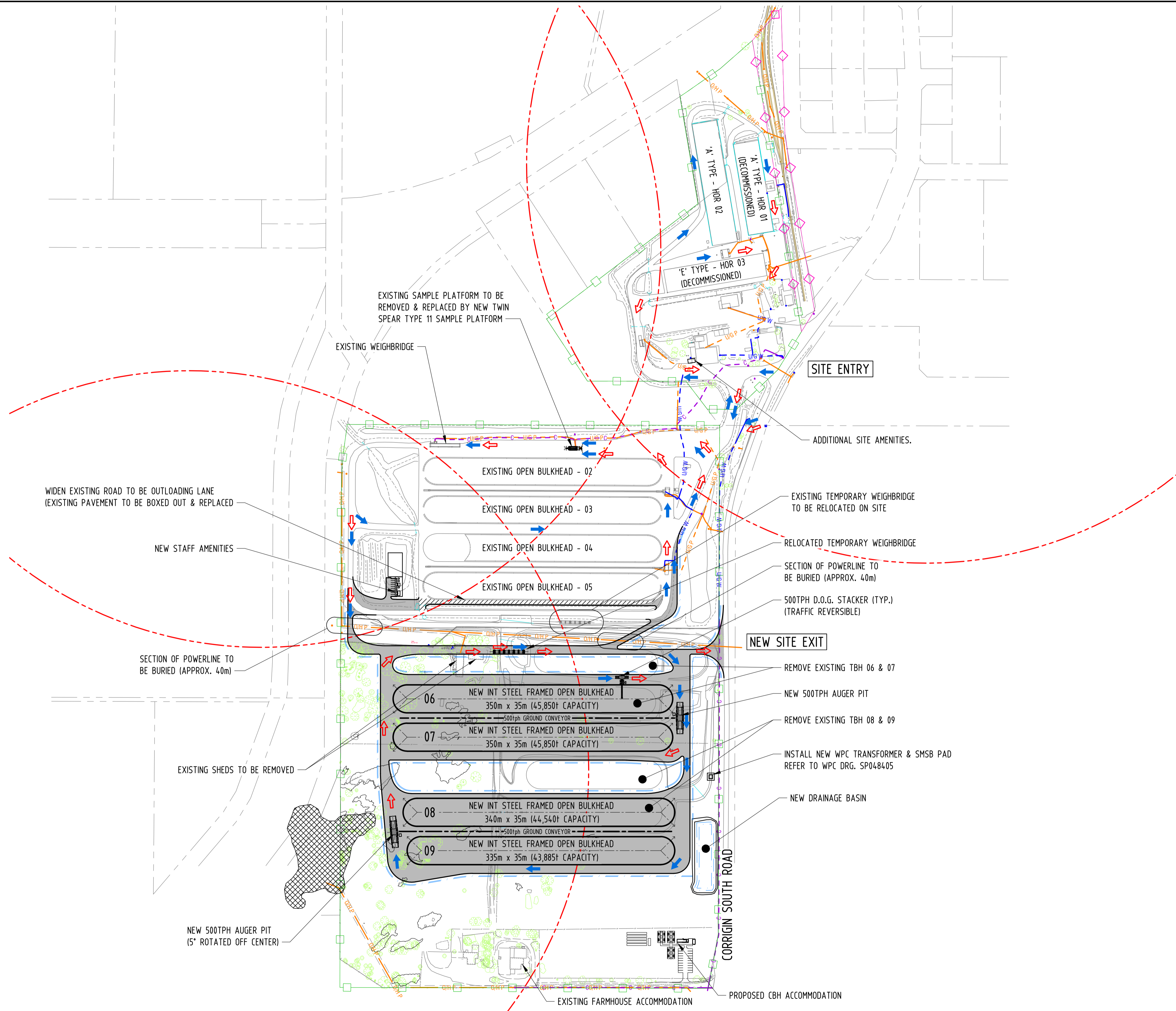
Culvert	Size	Culvert Class	Lowest Shoulder RL	Lowest Subgrade RL	Culvert Invert RL	Max Flow (m <sup>3</sup> /s)	Max Velocity (m/s)	20 Year ARI			Comment
								Max Flow Depth (m)	Culvert HW RL	Freeboard to Lowest Shoulder (m)	
1	1x450mm RCP	Class 4	310.03	309.60	309.10	0.27	2.00	0.40	309.50	0.53	
2	3x525mm RCP	Class 4	307.39	306.96	306.20	0.97	1.85	0.43	306.63	0.76	
3	3x525mm RCP	Class 2	306.25	305.82	305.17	1.48	3.47	0.35	305.52	0.73	
4	1x450mm RCP	Class 2	308.50	308.07	307.47	0.22	1.46	0.50	307.97	0.53	
5	2x525mm RCP	Class 2	305.00	304.57	303.52	0.69	1.67	0.75	304.27	0.73	Between Basins 1 & 2
6	1x225mm PVC		311.67	311.24	309.11	0.09	2.30	1.03	310.14	1.53	Basin 3 Outlet
7	300mmHx900W RBC		308.85	308.42	308.25	0.29	1.31	0.26	308.51	0.34	Existing Culvert Replacement Under Road
8	1x450mm RCP	Class 2	312.76	312.33	310.96	0.22	1.52	0.45	311.41	1.35	
9	1x450mm RCP	Class 4	307.30	306.87	306.44	0.07	2.60	0.08	306.52	0.78	
10	1x375mm RCP	Existing	305.00	304.57	303.52	0.136	1.34	0.73	304.25	0.75	Existing Culvert



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## Appendix A – CBH Concept Design

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**DRAWING LEGEND**

- TRAFFIC MOVEMENTS - TRUCKS FULL
- ↔ TRAFFIC MOVEMENTS - TRUCKS EMPTY
- LOT BOUNDARIES
- - - EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
- CBH SITE BOUNDARY
- ◇ CBH RAIL LEASE BOUNDARY
- PROPOSED SITE BOUNDARY
- OHP — OVERHEAD POWER LINES
- - - UGP - - UNDERGROUND POWER CABLES
- - - C - - UNDERGROUND COMMS CABLES
- - - UGW - - UNDERGROUND WATER PIPES
- - - UNDERGROUND STORMWATER PIPES
- RAIL LINE
- - - PROPOSED OPEN DRAINS

**STORAGE CAPACITIES**

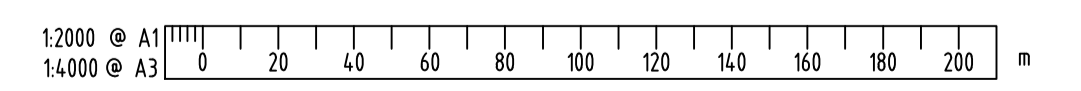
EXISTING STORAGE			
'A' TYPE STORAGE (DECOMMISSIONED)	HOR 01	0 t	
'A' TYPE STORAGE	HOR 02	27,200 t	
'E' TYPE STORAGE (DECOMMISSIONED)	HOR 03	0 t	
LOW STEEL FRAME OPEN BULKHEAD	(02)	30,000 t	
LOW STEEL FRAME OPEN BULKHEAD	(03)	30,000 t	
LOW STEEL FRAME OPEN BULKHEAD	(04)	30,000 t	
LOW STEEL FRAME OPEN BULKHEAD	(05)	30,000 t	
<b>TOTAL EXISTING STORAGE</b>		<b>147,200 t</b>	
PROPOSED STORAGE			
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(06)	45,850 t	
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(07)	45,850 t	
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(08)	44,540 t	
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(09)	43,885 t	
<b>TOTAL PROPOSED STORAGE</b>		<b>180,125 t</b>	

**TOTAL SITE STORAGE 327,325 t**

**HATCHING LEGEND**

- AREA OF NEW WORKS 108,550m<sup>2</sup>
- EXISTING SEALED AREA TO BE BOXED OUT & REPLACED 1,600m<sup>2</sup>
- HERITAGE AREA

**PRELIMINARY ISSUE**  
DO NOT USE FOR CONSTRUCTION  
DATE 29.08.24



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**CBH GROUP**  
LEVEL 6  
240 ST GEORGE'S TERRACE  
PERTH W.A. 6000  
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REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
B		29.08.24		REVISED & RE-ISSUED FOR REVIEW	JB		
A		06.08.24		ISSUED FOR REVIEW	JB		

SCALE	1:2000	DRAWN	J. Butlingham	DATE	06.08.24	TITLE	CORRIGIN PRE FEASIBILITY STUDY NEW M/S/W ALIGNMENT & ADDITIONAL STORAGE FUTURE CONCEPTUAL LAYOUT No. 7
SHEET	A1	CHECKED				DRG No.	511-ENG-CI-DCO-0019
PROJECT	M-2922	DESIGNED				SHEET	1 OF 1
CONTRACT No.		DESIGN APPR				REV.	B
		PROJECT APPR					

DO NOT SCALE FROM THIS DRAWING

## ATTACHMENT 2

Saskia Korzonek  
Quairading Seed Cleaners  
PO Box 127  
Quairading WA 6383  
08 9645 0011  
20/4/26

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

Comment on planning proposal on Lot 20 on Deposited Plan 41206 Corrigin South Road.

Dear Natalie,

This letter serves as a formal submission opposing the above planning proposal at CBH, specifically the installation of solar panels.

The address of the property affected is Corrigin Seed Cleaners, Rendell Street, situated in the light industrial area, of which all businesses will be affected. The plant at Corrigin Seed Cleaners is sensitive to fluctuations in electricity supply. When those fluctuations occur, motors, sensors and other plant can burn out. The company is impacted by financial loss, shutting for extended periods for repairs and replacement of plant. This disruption also affects customers and their contractors when appointments have to be moved at short notice.

The power supply to Corrigin is already poor. Previous power investigations have shown that the power factor is subpar and surges and fluctuations occur, trying to supply the light industrial area.

Solar is well known to increase fluctuations in power supply and reduce the power factor to the existing grid. Single phase solar installations also create imbalances in three phase supply and can damage three phase equipment. The plant at the Seed Cleaners is primarily three phase and at risk of being damaged by this installation.

No power quality investigation has been presented with the planning proposal, or any mitigation to prevent other businesses being impacted by this installation.

The proposal states that the solar panels are being installed next to a dirt road that will be used by road trains to fill the bulkheads. Knowing that effectiveness of solar panels is reduced by up to 60% in dusty conditions, the failure to include a maintenance plan to manage dust accumulation suggests the proposed installation may not function effectively.


There is no objection to the expansion of the CBH site for additional storage, there is only objection to the installation of the solar panels and integration to the existing grid.


Regards,

Saskia Korzonek,  
Office Manager, Quairading Seed Cleaners.


Additional business in support of this letter opposing solar installation:

Name, business name, phone number, address.

STEVE WARWICK, CORRIGAN ENGINEERING, 90632507, 377 WALTON STREET  


Graeme Dawson - CDR Dawson 0428259287. Walton Street.  


Shane Robinson Walton Street Corrigin 0428632859  


STEVEN JONES CORRIGAN SEED CHANNELS  
10 Rendell St Corrigin 

Additional business in support of this letter opposing solar installation:

Name, business name, phone number, address.

NICK Bowden - 0497288512

Bowden Welding ~~W/B~~

3 Channon Cl, Corrigin.

Curtis Szczecinski - 0457827777

CJS Agri-Mechanics  
7 Channon Close, Corrigin

Nicole Dutton - 0428 198 990

Agwest Machinery

8 Rendell St

Corrigin

24 April 2026

Anand Parikh  
Senior Electrical Engineer  
CBH Group  
Level 6, 240 St Georges Terrace  
Perth WA 6000

Abe Thomas  
GM – Operations & Technology  
Perdaman Advanced Energy  
Alluvion Building, Level 18  
58 Mounts Bay Road  
Perth WA 6000

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

## **Response to Shire of Corrigin: Planning Application Objection to CBH Corrigin Solar Installation**

Dear Sir/Madam,

Thank you for your correspondence relating to the planned solar installation at the Corrigin site, CBH is committed to working with our commercial and residential neighbours. We refer to the submission opposing the proposed solar installation at the CBH Corrigin site and wish to address the concerns raised in detail, referencing the technical and regulatory assessments completed for this project.

### **Technical Response to Objection**

#### **Phase Imbalance and System Design**

The proposed solar installation will use a three-phase inverter system, not single-phase equipment. This ensures that generation is balanced across all three phases, eliminating the risk of phase imbalance and mitigating any potential adverse impacts on three-phase equipment. The system design adheres to industry standards and best practices for installations of this scale.

## Power Quality and Grid Impact

Western Power is the responsible authority for assessing and approving all grid-connected generation systems. Any embedded generation, including the proposed solar installation, must comply with Western Power's technical requirements, including voltage regulation, harmonic limits, and power factor standards.

Modern grid-connected inverters in Australia are required to comply with AS/NZS 4777.2:2020. These inverters feature advanced grid-support functionalities, such as Volt-Watt response, Volt-VAr response, and configurable power factor control. These functionalities enable the system to actively support local voltage stability and power quality, rather than degrade it. Western Power has specifically mandated these settings for the Corrigin project, ensuring regulatory compliance and operational safety.

## Export Limit and Network Protection

Western Power has completed a formal network impact assessment and issued Technical Schedules under reference CS059880. The system has been approved as export-limited to a maximum of 6.25 kW, which is less than the export capacity of a typical residential rooftop solar system. With a 103 kWp / 125 kVA installation limited to 6.25 kW export, over 95% of the generated energy will be consumed onsite by CBH. The premise that the installation will inject substantial generation into the local network and affect neighbouring businesses is not supported by the system's approved operating envelope.

Western Power has allocated specific power quality emission limits to the installation, covering flicker, harmonic voltage distortion, and individual harmonic current limits. Compliance with these limits is a binding condition of the connection. Western Power retains the right to investigate any reported power quality issues, and report on any findings. This regulatory mechanism exists specifically to protect neighbouring network users from any adverse power quality effects.

## Soiling Losses and Maintenance Regime

The objection's claim regarding soiling losses of up to 60% is inconsistent with industry data. Documented annual soiling losses for rural Australian solar installations typically fall in the 2–5% range, with rainfall providing substantial natural cleaning. Even in extreme dust environments, annual losses are generally 5–15%. Corrigin's annual rainfall (approx. 350 mm, predominantly in winter) provides effective natural cleaning for fixed-tilt panels. A cleaning regime will form part of the standard operations and maintenance plan for the installation, ensuring sustained system performance.

## Power Quality Investigation

Western Power has completed formal assessments on power quality and grid impact and issued Technical Schedules (CS059880), which include findings on overload risk, switching risk, energisation risk, and power quality emission allocations. If the Shire wishes to review these findings, CBH is willing to provide access to the schedule or a summary thereof.

## CBH's Operational Interest

It is relevant to note that the CBH Corrigin facility is supplied from the same feeder as surrounding businesses, and CBH operates a substantial three-phase plant at the site. CBH has a direct operational interest in maintaining clean, stable supply on the local network and would not implement an installation that risked degrading the supply on which its own critical infrastructure depends.

## Summary

- The proposed installation will utilise a three-phase inverter system to maintain phase balance.
- Western Power has assessed, approved, and issued a formal Technical Schedule (CS059880) detailing the network impacts and binding connection conditions.
- The system is limited to only export 6.25 kW, with over 95% of generated energy consumed onsite by CBH.
- Advanced controls are included to maintain power quality and comply with strict regulatory standards.
- Industry-standard maintenance practices, including panel cleaning, will be implemented to ensure performance.
- CBH's operational interest aligns with maintaining a stable and high-quality power supply for the entire local network.

We trust the above addresses the concerns raised and demonstrates that the proposed installation will operate safely and in compliance with all relevant technical, regulatory, and operational requirements. Please let us know if you require any further information or wish to review the formal Western Power Technical Schedule.

Kind Regards,

Anand Parikh  
Senior Electrical Engineer  
CBH Group  
[Anand.Parikh@cbh.com.au](mailto:Anand.Parikh@cbh.com.au)

Abe Thomas  
General Manager – Operations & Technology  
Perdaman Advanced Energy  
[abe.thomas@perdaman.com](mailto:abe.thomas@perdaman.com)

Assessor	VP	Date	13/03/2025	
<b>ENQUIRY ASSESSMENT SUMMARY</b>				
<b>CUSTOMER CONNECTION INFORMATION</b>	<b>Project Number:</b>	CS059880		
	<b>Customer Address:</b>	70 Corrigin South Road, Corrigin, 6375		
	<b>Meter Number:</b>	Customer to provide new permanent meter number	<b>NMI:</b>	Customer to provide new NMI
	<b>SPD Setting (Amps):</b>	380 Amps / 273 kVA as per SP048405		
	<b>Recorded MD (Amps):</b>	New connection		
	<b>Inverter Capacity (kVA):</b>	Existing:	New: 110.00	Aggregate: 110.00
	<b>Main Connection Point:</b>	DX LV		
	<b>Connection Type:</b>	Sole Use Transformer (Contiguous)		
	<b>Metering Arrangement:</b>	<input checked="" type="checkbox"/> CT	<input type="checkbox"/> Direct	Single master
<b>ASSESSMENT CONCLUSION</b>	<b>Constraints Identified?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (see comment)	
	<b>Assessor Comments</b> <ul style="list-style-type: none"> <li>The current enquiry assessment is based on initial current available data, provided information and SP048405. Detailed assessment will take place at application stage.</li> <li>Customer to use customer name and site address as per electricity bill in all future documents at application stage. Provide electricity bill or retailer welcome letter.</li> <li>Customer to show complete connection point information with PV protection topology in SLD at application stage. Also, label SPD, CMS and GMS with set point details in SLD and on-site for clear identification and safe operation. Show WP meter in SLD with permanent NMI and meter number at application stage.</li> <li>Customer to set SPD at 380 Amps to grade it with WP upstream 500 Amps LV HRC fuse as per SP048405. If physically it is not possible to set it at 380 Amps, please set it lower than 380 Amps or apply for supply upgrade.</li> <li>Customer to make sure that SPD grade with both upstream and downstream protection devices as per WAER – 6.2.5. WP upstream protection is 500 Amps LV HRC fuse. <u>Also, include LV fuse in discrimination report.</u></li> <li>Customer design is non-compliant to the TR cl-3.6.7.2(a), please modify design/installation or seek general exemption at application stage if customer installation meets exemption requirements.</li> <li>Customer to provide overall and close-up SMSB clear photos (with &amp; without escutcheon) <b>highlighting proposed/installed</b> customer control/protection CTs and voltage reference location as it is upstream of the customer/installation main switch (CMS). It is required to verify compliance against <b>WASIR – 11.6.1 &amp; 11.13.7.1</b> (at application stage). Also, show necessary separation/partition wall (if any) on the SLD as per site, to confirm that customer CTs and voltage reference are downstream of and not co-located within WP CT metering panel/bus-bar pan. <u>FYI – consider this point only if customer CTs and/or VR are upstream of CMS.</u></li> <li>Customer to install <b>non-exporting</b> system due to HV network constraints. Please add reverse power protection and/or export control device in the SLD at application stage.</li> </ul>			



**Disclaimer:**

This enquiry response is based on conditions at the time of the assessment. Please note that the above response is valid for the next 12 months due to the dynamic nature of the distribution network. A new enquiry application and assessment will be required if the formal 30-150kVA IES Access Application is not received within the valid period.

**Technical Rules Compliance:**

It is the responsibility of the applicant to understand the requirements of the Technical Rules and, where an installation is not compliant, request an exemption for that non-compliance. Requests for technical rules exemptions should be received with the customer IEG Access Application. If they are not submitted in a timely manner the assessment of any exemption(s) may delay your Approval to Operate, or it may not be possible for the installation to be granted an Approval to Operate.

## TECHNICAL ENQUIRY ASSESSMENT

### 1. Distribution Network Information

<b>Transformer Name:</b>	70 CORRIGN SOUTH RD	<b>PID:</b>	N9542398	<b>Rating (kVA):</b>	315kVA/3 3kV
<b>Dx Feeder Name:</b>	KDN 603.0 CORRIGIN				
<b>Upstream Protection:</b>	<input checked="" type="checkbox"/> Fuse <input type="checkbox"/> Feeder CB/Recloser		10A HV FUSE		

### 2. New Connection Assessment

CRITERIA	ASSESSOR COMMENTS	ACCEPTABLE?
<b>CONNECTION</b>	<p><i>As per section 6.1 of the WAER, connection of generation and storage systems to an existing connection or metering arrangement shall be classified as an alteration, as such will be considered as a new connection requiring the connection to be brought up to current standards.</i></p> <p><i>Refer to the Assessment Conclusion section for more comments.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOSTING CAPACITY</b>	<p><i>Refer to the Assessment Conclusion section for more comments.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>LV VOLTAGE RISE</b>	<p><i>Refer to <a href="#">WI037</a></i></p> <p><i>Refer to the Assessment Conclusion section for more comments.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>DX NETWORK VOLTAGE AND THERMAL CAPACITY</b>	<p><i>Refer to <a href="#">WI032</a></i></p> <p><i>Refer to the Assessment Conclusion section for more comments.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Attachments

## 1. Single Line Diagram

VOLTAGE-RISE CALCULATION (INVERTER SUNGROW SG10CX)							
CABLE LOCATION	CABLE SIZE (mm <sup>2</sup> )	EARTH SIZE (mm <sup>2</sup> )	SHEATHING INSULATION	INSTALLATION METHOD	MAX. SOLAR CURRENT (A)	LENGTH OF CONDUCTOR (m)	VOLTAGE RISE (%)
CONSUMER MAINS TRANSFORMER TO MSB (EXISTING)	8 x 1C-30mm <sup>2</sup> CU	1 x 120mm <sup>2</sup> CU	XLPE	BURIED U/G	160	10	0.0300
MSB TO P/DB	4 x 1C-185mm <sup>2</sup> CU	1 x 70mm <sup>2</sup> CU	XLPE	BURIED U/G	160	160	1.4500
PV-GPU TO INVERTER 1 (SG10CX)	4 x 1C-95mm <sup>2</sup> CU	1 x 25mm <sup>2</sup> CU	XLPE	BURIED U/G	160	10	0.1400
<b>TOTAL VOLTAGE RISE SYSTEM (M)</b>							<b>1.6200</b>

**NOTES:**

- THE MOST CURRENT VERSION OF THE FOLLOWING STANDARDS ARE APPLICABLE AS A MINIMUM - AS/NZS 3003, AS/NZS 3000, AS/NZS 4777, GSE CONNECTION OF ENERGY SYSTEMS VIA INVERTERS
- AS/NZS 3000: ELECTRICAL WIRING RULES
- AS/NZS 3000: ELECTRICAL INSTALLATION - SELECTION OF CABLES
- AS/NZS 3000: SUBSTATION AND HIGH VOLTAGE INSTALLATIONS EXCEEDING 10A AC
- AS/NZS 3000: SERVICE AND INSTALLATION RULES
- CONCEPT AND SINGLE LINE DIAGRAM, SUPPLIED AND NOT SHOWING ALL COMPONENTS.
- ALL EXPOSED CONDUCTIVE METAL COMPONENTS MUST BE EQUIPOTENTIALLY BONDED AND CONNECTED TO MAIN EARTH.
- THIS DRAWING IS BASED ON THE INFORMATION SUPPLIED TO THE DESIGNER FROM ITS CLIENTS OR SUBCONTRACTORS. EXACT LOCATION OF ALL PARTS OF THE INSTALLATION TO BE DETERMINED BY CONTRACTOR ON SITE.
- ALL ELECTRICAL COMPONENT PARTINGS TO BE VERIFIED BY INSTALLER. THIS DRAWING IS BASED ON THE INFORMATION SUPPLIED TO THE DESIGNER FROM ITS CLIENTS OR SUBCONTRACTORS.
- ALL EQUIPMENT SHALL BE INSTALLED AS PER MANUFACTURERS' REQUIREMENTS.
- ALL SWITCHGEAR THREE-PHASE UNLESS OTHERWISE NOTED.
- ALL NEW POWER CABLES WITH CROSS-SECTIONAL AREA BETWEEN 1.5-16mm<sup>2</sup> SHALL BE Cu 450/750X, V-75 PVC/PVC UNLESS OTHERWISE NOTED.
- ALL NEW DATA CABLES WITH CROSS-SECTIONAL AREA OF 0.2mm<sup>2</sup> SHALL BE CAT 6A SCREENED CABLE UNLESS OTHERWISE NOTED.
- GENERATION-1 TO BE MADE REDUNDANT OR SPARE. ALL LOADS REFERRED UNDER 'ORD 5' TO BE CONNECTED TO THE NEW SWITCHGEAR. ORD 5 CONSISTS OF:
- LOADS ASSOCIATED WITH 'OLS NOS. MCC' SUCH AS AND NOT LIMITED TO EXISTING OPEN BULBHEADS OS & OS, GROUND CONVEYOR COS, ELEVATOR S.
- (DEVEL GENERATION-3), 385VA GENSET (REDUNDANT)
- SPARE CABLE WITH SUITABLY SIZED MCCB FOR FUTURE INCLUSION OF A NEW 'ORD 5'. 'SEA' HAS REFERRED A 'ORD 6' AND IT CONSISTS OF:
- LOADS ASSOCIATED WITH NEW ELECTRICAL DEPARTS TO SUPPLY EXISTING OPEN BULBHEADS OF A OS AND FUTURE GROUND CONVEYOR COS.
- SPARE CABLE AND SUITABLY SIZED MCCB FOR ADDITIONAL LOADS.
- SUCH LOADS BE DEMANDING ONLY OUTSIDE OF HAINSET PERIODS AND BE USED FOR OTHER REQUIRE. BEHAVING ACTIVITIES.
- SUPPLY PRIMARILY BY PH300-1.
- OLD SUPPLY TO OS1, DISCONNECTED AND NOT TO BE USED. BASED ON SITE INSPECTION, OS1 NAMED 'SITE POWER DISTRIBUTION' MUST BE TO BE DISCONNECTED. OS1 UNDER THIS BOARD (SUCH AS 'E1 MCC') TO BE CONNECTED TO THE NEW SWITCHGEAR WITH NEW CABLEING.
- EXISTING OS1 TO BE DISCONNECTED AND REPLACED WITH A NEW OS1 TO ACCOMMODATE AN AUTOMATED TRANSFER SWITCH (ATS) AND GRID MONITORING. THIS IS TO PROVIDE AUTOMATED CONTROL AND SUPPLY SWITCH IN CASE OF GRID SUPPLY OUTAGES.

**LEGEND:**

- NEW AC CABLEING
- INVERTER
- ISOLATOR
- CIRCUIT BREAKER
- FUSE
- TRANSFORMER
- CURRENT TRANSFORMER
- ELECTRICAL JUNCTION
- MOTORIZED TRIP UNIT

**PRELIMINARY**

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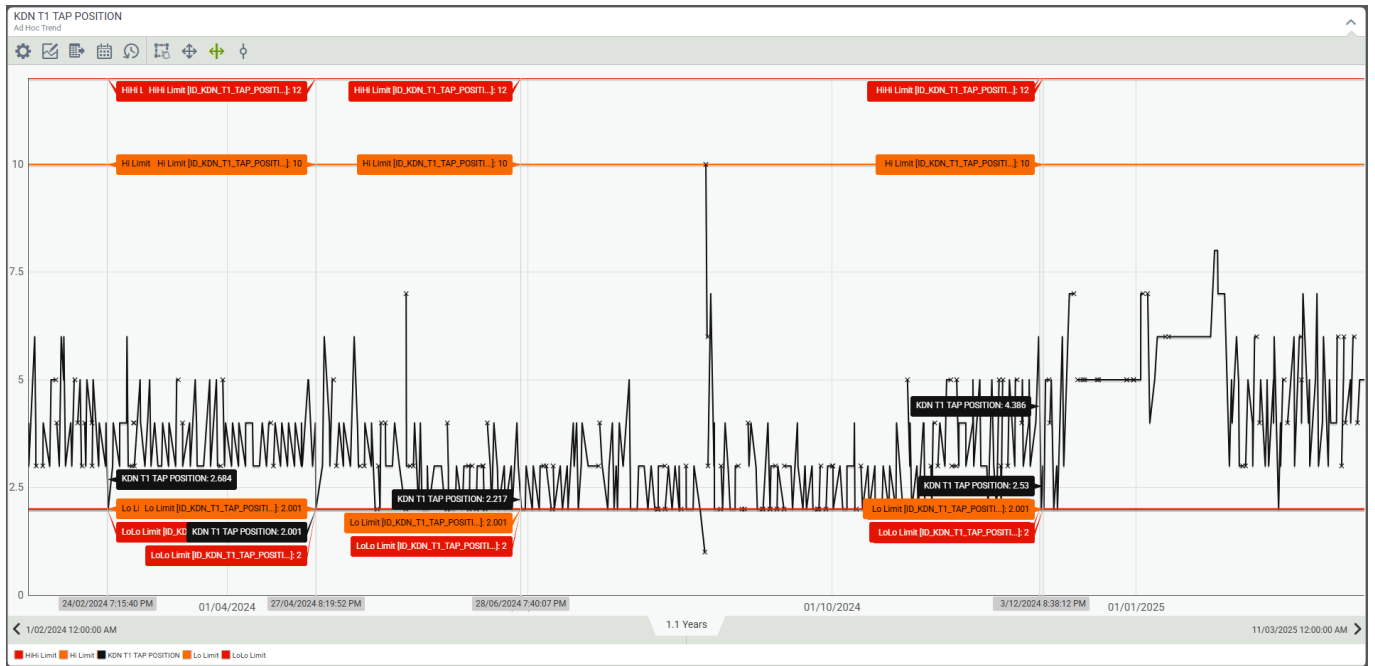
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DATE	BY	CHKD	APP'D	REV	DESCRIPTION
2024-08-01	A1			1	ISSUE FOR PERMIT
2024-07-15	A1			0	ISSUE FOR PERMIT



## 2. Feeder load and voltage



## Assumptions

1. The external protection relay should comply with the relevant criteria as summarised in Table 3 of the User Guide for small generator connections. The User Guide is available from Western Power's website via the following link: <https://westernpower.com.au/media/2856/guidelines-for-connection-of-generators.pdf>
2. Your proposed connection application is not to be competing with other connection applications for access to the Western Power network.
3. Installed Inverters within the assessed IEG system comply with IEC 62116 and AS4777 standards.
4. The retailer for the generator's connection point must submit an Electricity Transfer Application Form (ETAF) to Western Power. The ETAF must be received before the generator can be approved to operate.
5. Installed revenue meters are bidirectional and adhere to the Metering Code. This meter configuration must be in effect before the generator can be approved to operate. Refer to WADCM 11.16 for guidance.
6. Generation system export limiting, and control functionality may be required for the generation connection to proceed. Export potential will be assessed with notification of a formal agreement with the customers energy retailer and approved by Western Power.
7. All inverters are required to have Volt-Watt and Volt Var capability as documented in the Network Integration Guidelines – Invertor Embedded Generation:

[Manuals, guides & standards - Western Power](#)

# Technical Schedules

## Inverter Based Generator(s)

CS059880 - Co-Operative Bulk Handling Limited - (Export Limited)

**Original Issue:** 25/03/2026

Uncontrolled document when printed  
Refer to VOLT for current version

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## 1. Background

This document is intended to assist Customers planning to connect small generators to the distribution system of the Western Power South-west Interconnected Network (SWIN) of Western Australia. It addresses planning, protection, operation, certification and approval for commissioning aspects of the proposed embedded generation system.

Schedules of detailed technical information for connection of small generator installations, as well as some explanatory notes are included. Western Power provides these schedules to Customers as part of processing their access application for connection.

Note: these schedules do not form a part of the initial connection application.

The latest Technical Rules document is available from the Economic Regulation Authority internet site: <https://www.erawa.com.au/electricity/electricity-access/western-power-network/technical-rules>

## 2. Introduction

This document provides the following schedules:

- Schedule A:** Specific technical requirements for embedded generators connected to the Western Power distribution system
- Schedule B:** Operating procedures for embedded generators connected to the Western Power distribution system
- Schedule C:** Certification and approval for commissioning of a facility with embedded generating units to be connected to the Western Power distribution system

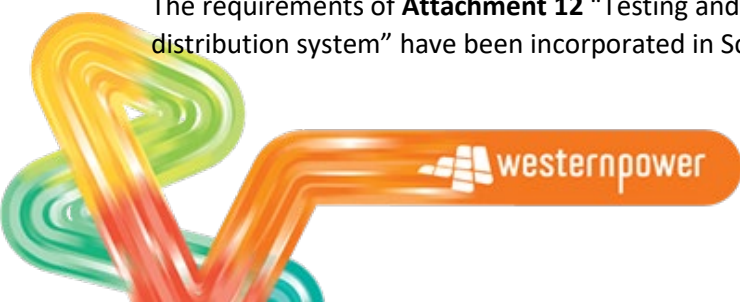
The completed access application form, completed Schedules A, B and C and required attachments are intended to form part of the connection agreement with Western Power for the embedded generator installation. The documentation provided is derived primarily from the requirements of Technical Rules sections 3.6, 4.0 and 5.0 and Attachments 10 and 12.

Schedules A and B are presented as templates and may require rewording in some aspects for each situation addressed. The forms would initially be completed (in part) by Western Power in response to information received in the application form for distribution connected generators found on the Western Power Internet site:

<https://www.westernpower.com.au/products-services/install-something-new/connect-my-solar-battery-or-electric-vehicle/>

Subsequently the Customer would be required to complete the Schedules A and B with required details. The information specified in **Attachment 10** of the Technical Rules, "Distribution system connected generators up to 10 MW (except inverter connected generators up to 30kVA)", is included in the Western Power application form for distribution connected generators and forms part of connection agreement for distribution connected power stations.

The requirements of **Attachment 12** "Testing and commissioning of small power stations connected to the distribution system" have been incorporated in Schedule C and form part of connection agreement.



### 3. Certification and Commissioning

#### 3.1 General

The generator system may be energised for limited durations prior to commissioning for the purpose of conducting specific tests that necessitate energisation, provided that all requisite safety precautions and risk mitigation measures are observed.

Prior to connecting the embedded generator facility to the network for testing and commissioning purposes, the Customer shall confirm that the information appearing in Schedule A and that required by Attachment 10 of the Technical Rules (the information in the application form) is correct and up to date.

When all testing and commissioning activities are completed, the generator system shall be de-energised and isolated from the network and remain in this state until Western Power's Approval to Operate is granted.

#### 3.2 Embedded generators larger than 200 kVA

In addition to 2.1.1, embedded generators with an aggregated inverter capacity larger than 200 kVA shall be:

- a) certified by a registered professional engineer, by completing Schedule C Part 1, that the facility complies with the Technical Rules, manufacturer's recommendations and good practice;
- b) ready for testing and commissioning in accordance with the requirements of Attachment 12 of the Technical Rules.

This requirement for certification applies to the initial establishment of the facility and all subsequent modifications.

Western Power approval for commissioning of systems >200kVA is required and is contingent upon the submission of this form to Western Power for approval.

### 4. Operation

Following commissioning and testing but prior to connecting the facility to the network for normal operation, the Customer shall arrange for a registered professional engineer to certify, by completing Schedule C Part 2, that the facility complies with the Technical Rules, manufacturer's recommendations and good practice and is ready for normal operation.

This requirement applies to the initial establishment of the facility and all subsequent modifications.

Western Power approval for network connection is affected by the signing of this form.

### 5. Other Approvals

The Customer shall be entirely responsible for obtaining all appropriate and necessary approvals for the facility from all interested authorities including the Independent Market Operator, the Economic Regulation Authority, environmental authorities, occupational health & safety authorities and local councils.

For shared connection services to the Western Power grid the strata company, management body or site owner is responsible for the management of the shared connection service and the electrical system connecting each user to the shared connection service. Before applying to connect embedded generation systems, tenants or owners with a shared connection service shall first seek permission from their strata company, management body or site owner to use a portion of the total shared connection service network capacity in determining the maximum embedded generation system size permitted on each unit, resident, or business.



## 6. Validity

This document including the network impact assessment of the connection request is only valid for 12 months from the date of assessment / original issue date of this document.



## 7. Glossary of terms

Term	Meaning
<b>User, Customer and Generator</b>	The meanings defined in the Technical Rules. However, most facilities covered by this document both consume and generate power, so for simplicity the term Customer has been used to cover the User, Customer and Generator roles unless otherwise indicated.
<b>CB (Circuit Breaker)</b>	A switching device capable of breaking load and fault current.
<b>CMS (Customer Main Switch)</b>	Circuit breaker that serves to connect the facility to the network.
<b>CPS (Customer Paralleling Switch)</b>	Circuit breaker between CMSs and GMSs used for synchronised switching.
<b>GMS (Generator Main Switch)</b>	Circuit breaker that connects a facility's generator to the Network via CMSs and CPSs.
<b>NOCC (Network Operation Control Centre)</b>	Control Centre for the Western Power's distribution system.
<b>RTU (Remote Terminal Unit)</b>	A communication unit located at the remote end of a communication channel.



Schedule A: Part 1 - Technical requirements		Requirements for generators connected to the Western Power distribution system				
#	Description/Heading	Units	Technical Rules clauses	Party to complete	Requirement	Comment
A1	<b>General</b>			WP		
A1.1	Name of Customer/Generator	text		WP	CO-OPERATIVE BULK HANDLING LIMITED	CS059880
A1.2	Facility Name	text		WP	Filled by customer	
A1.3	Facility Address	text		WP	70 Corrigin South Road, Corrigin WA 6375	
A1.4	Review period	years	A12.15	WP	3 years, maximum interval	
<b>A2</b>	<b>Connection Arrangements</b>		3.4, 3.6.3			
A2.1	Mode of operation (e.g., continuous parallel, occasional parallel)	text	3.6.2	WP	Continuous Parallel	
A2.2	Simplified SLD No. & revision:	text	3.6.7, 3.6.14, 5.11	WP	511-ENG-EL-SLD, rev-A	Refer to SLD in figure 1
A2.3	Connection voltage	kV	3.6.2	WP	DX LV	
A2.4	Locations of points of connection	text, diagram	3.6.7.2	WP	Meter Number: 1123009955 NMI: 8002438493	
A2.5	Source of LV supply for generator auxiliaries (e.g. battery chargers, lighting etc.)			Customer	filled by customer	This is required for safety and power outage considerations
A2.6	Number of generating units and ratings	kVA	3.6.3, 3.6.6, Table 3.4	WP	New: "1" x 125kVA	1. Where generation limit control is applied,



						include the derated ratings
A2.7	Generator types	text	3.6.3, 3.6.6, Table 3.4, 3.6.8(d)	WP	Inverters	
A2.8	Inverter Control Mode	text		WP	Grid Following	If multiple Inverter Energy Systems exist and operate in different control mode, specify which system operates in which mode here
A2.9	Generator terminal voltage	kV	3.6.2	WP	0.415	
A2.10	Generator source/s (e.g., PV, BESS, back up generator)	text	3.6.3, Table 3.4	WP	PV	
A2.11	Total generator source rating(kW) (e.g., PV DC rating)	kW	3.6.3, Table 3.4	Customer	filled by customer	
<b>A3</b>	<b>Safety requirements</b>		3.6.4			
A3.1	Safety Risk Categories					
A3.1.1	<i>Overload Risk</i> : Does the facility generation capacity exceed 50% of the network supply capacity at the point of connection?		3.6.9	WP	No	Included for operational purposes
A3.1.2	<i>Switching Risk</i> : Does the facility maximum fault current contribution exceed 50% of the network fault current interrupting capacity?		3.6.9, 3.6.10.2	WP	No	Included for operational purposes
A3.1.3	<i>Energisation Risk</i> : Does the facility generation capacity exceed 50% of the minimum facility load plus 10% of the minimum load on any portion of the HV network that may be left connected to the facility following the operation of an automatic switch?		3.6.10.3	WP	No	Included for operational purposes
A3.2	Earthing diagram	text	3.6.7.1	WP	NA	Not Required for LV customers
A3.3		kA, seconds		WP	kA	Rt (pu) Xt (pu)



	Maximum and minimum network fault current contributions at points of connection	3 ph & 1ph	2.5.7, 2.5.8, 3.6.4, 3.6.6	3ph max 3ph min 1ph max 1ph min	8.172 8.155 8.422 8.409	6.9718 6.9878 7.8095 7.8095	14.4643 14.4946 12.4433 12.4433	At customer point of connection (LV):
A3.4	Maximum facility fault current contributions at points of connection	kA, seconds 3 ph & 1ph	3.6.4, 3.6.6, 5.5.1(b)	Customer	3ph: (filled by customer) 1ph: (filled by customer)			
A3.5	Minimum facility fault current contributions at points of connection	kA, seconds 3 ph & 1ph	3.6.4, 3.6.6	Customer	3ph: (filled by customer) 1ph: (filled by customer)			
<b>A4</b>	<b>Quality of supply</b>		3.6.3, 3.6.8, 3.6.10.2					
A4.1	Quality of supply risk categories							
A4.1.1	<i>Damage or disruption risk</i> : Does the generation capacity exceed 2% of the network minimum fault contribution at the points of connection?	text	3.6.8	WP	No			Included for operational purposes
A4.1.2	<i>Annoyance risk</i> : Does the generation capacity exceed 1% of the network minimum fault contribution at the points of connection?	text	3.6.8	WP	No			Included for operational purposes
A4.2	Particular requirements including those for wind generators	text	3.6.3	WP	No			
A4.3.1	Maximum export real power	kW	3.6.3, 3.6.9	WP	6.25 kW			Declared Send Out Capacity (DSOC)  Default to 5% of total inverter capacity or 10kW (whichever is



						less) when network constraints apply or no active offtake agreement exists.
A4.3.2	Maximum export reactive power	kVAr	3.6.3, Table 3.4	WP	30% of total inverter rating	AS4777:2.2020 settings, Table 3.7, Region B)
A4.3.3	Maximum demand allocation (kVA)	kVA	3.6.3	WP	273 kVA / 380 Amps	As per connection agreement SP048405
A4.3.4	Maximum import reactive power	kVAr	3.4.7, 3.6.3, Table 3.3, Table 3.4	WP	higher value of '40% of total inverter rating' or 'kVAr value based on load power factor requirement for the site'	AS4777:2.2020 settings, Table 3.7, Region B); Power factor requirements for loads
A4.3.5	Voltage/power control strategy	text	3.6.8, Table 3.4	WP	Volt-Var & Volt-Watt	AS4777:2.2020 settings (Table 3.6 Clause 3.3.2.2, Table 3.7 Clause 3.3.2.3)
A4.3.6	Voltage/power control requirements: set point, range	text	3.6.8, Table 3.4	WP	Use AS4777:2.2020 settings (Table 3.6 Clause 3.3.2.2, Table 3.7 Clause 3.3.2.3)	
A4.3.7	Allocated flicker emission limits.	text	2.3.3	WP	See Table 1	Note: The customer is responsible to ensure that the aggregated harmonic and flicker emissions, resulting from the proposed connection and the
A4.3.8	Allocated harmonic voltage emission limits.	text	2.3.4	WP	See Table 2	
A4.3.9	Allocated harmonic current emission limits.	text	2.3.4	WP	See Table 3	



						existing loads, DO NOT EXCEED the allocated limits.
<b>A5</b>	<b>Remote control, monitoring and communications</b>		3.6.9, 3.6.10.3			
A5.1	Particular requirements	text		WP	Refer to Schedule B: Part 2	Western Power reserve the right to request remote control, monitoring and communications from customers.



Schedule A: Part 2 - Protection		Protection apparatus requirements and settings			
#	ANSI No	Protection Scheme (See Att. 1 – ANSI numbers).	Settings	Technical Rules clause	Notes
<b>A:2.1 Western Power (Upstream Protection Device Settings) – Distribution LV FUSE 500Amps 0.415kV Refer to WI040</b>					
	51V	Three Phase IDMT Overcurrent / Fuse Element Ratings / Tx LV MCCB (insert snip)	500Amps 0.415kV LVFUSE		Refer to note 8
	50	Three Phase Instantaneous / Highset Overcurrent	N/A		Refer to note 8
	64G	IDMT Earth Fault	N/A		Refer to note 8
	51G	Sensitive (definite time) Earth Fault	N/A		Refer to note 8
<b>A:2.2 Service Protection Device (SPD) Settings (LV connection) – [Device Make: (filled by customer); Model: (filled by customer)]</b>					
	51V	Three Phase IDMT Overcurrent	Pickup= xxx Amps, Time to Trip = xxx seconds Curve = xxx	3.6.10.1(f)	Refer to note 1 ,2, 7 & 8
	50	Three Phase Instantaneous / Highset Overcurrent	Pickup= xxx Amps, Delay = xxx seconds	3.6.10.1(f)	Refer to note 1 ,2, 7 & 8
	64G	IDMT Earth Fault	Pickup= xxx Amps, Time to Trip = xxx seconds	3.6.10.1(g)	Refer to note 1 ,2, 7 & 8



			Curve = xxx		
<b>A:2.3</b>	<b>Customer Main Switch (CMS) Settings – [Device Make: (filled by customer); Model: (filled by customer)]</b>				
	51V	Three Phase IDMT Overcurrent	Pickup= xxx Amps, Time to Trip = xxx seconds Curve = xxx	3.6.10.1(f)	Refer to note 1 ,2, 7 & 8
	50	Three Phase Instantaneous / Highset Overcurrent	Pickup= xxx Amps, Delay = xxx seconds	3.6.10.1(f)	Refer to note 1 ,2, 7 & 8
	64G	IDMT Earth Fault	Pickup= xxx Amps, Time to Trip = xxx seconds Curve = xxx	3.6.10.1(g)	Refer to note 1 ,2, 7 & 8
	51G	Sensitive (definite time) Earth Fault	"N/A"	3.6.10.1(g)	For HV connected customer Refer to note 1 ,2, 7 & 8
		Any GMS fails to open ("local backup")	(filled by customer)	3.6.10.1(d)	Refer to note 9.b
		Trip power supply failure or irregularity	(filled by customer)	3.6.10.1(j)	
<b>A:2.4</b>	<b>Generator Main Switch (GMS) Settings – [Device Make: (filled by customer); Model: (filled by customer)]</b>				
	51V	Three Phase IDMT Overcurrent	Pickup= xxx Amps, Time to Trip = xxx seconds Curve = xxx	3.6.10.1(f)	Refer to note 1 ,2, 7 & 8



			Insert Discrimination Report file Name			
	50	Three Phase Instantaneous / Highset Overcurrent	Pickup= xxx Amps, Delay = xxx seconds		3.6.10.1(f)	Refer to note 1 ,2, 7 & 8
	64G	IDMT Earth Fault	Pickup= xxx Amps, Time to Trip = xxx seconds Curve = xxx		3.6.10.1(g)	Refer to note 1 ,2, 7 & 8
<b>A:2.5 EXEMPTED from Protection Relay Requirement via Design Conformance Statement (DCS)</b>						
<b>A:2.6 Inverters – Settings [Make: (SMA); Model: (1 x STP 125-70, 125kVA)]</b>						
	27	Under Voltage	70V or (0.3 pu) for 1 second 180V or (0.75 pu) for 10 seconds		3.6.10.1(f)	AS4777:2.2020 settings, Table 4.1, Region B)
	59	Over Voltage	265V or (1.1 pu) for 1 second 275V or (1.15 pu) for 0.2 seconds		3.6.10.1(f)	AS4777:2.2020 settings, Table 4.1, Region B)
	81	Under Frequency	47 Hz for 1 second		3.6.10.1(f)	AS4777:2.2020 settings, Table 4.2, Region B)
	81	Over Frequency	52 Hz for 0.2 seconds		3.6.10.1(f)	AS4777:2.2020 settings, Table 4.2, Region B)
		Volt-watt response	LV Reference	HV Reference		
			V1 = 205V, 100% V2 = 220V, 100% V3 = 250V, 100% V4 = 260V, 20%	V1 = 0.88 pu, 100% V2 = 0.92 pu, 100% V3 = 1.00 pu, 100% V4 = 1.03 pu, 20%		AS4777:2.2020 settings (Table 3.6, Region B) OR



						HV Reference values to be used if measurement taken from the HV point of connection.
		Volt-var response	LV Reference	HV Reference		
			V1 = 205V, 30% (var source) V2 = 220V, 0% V3 = 235V, 0% V4 = 255V, 40% (var sink)	V1 = 0.88 pu, 30% (var source) V2 = 0.92 pu, 0% V3 = 0.98 pu, 0% V4 = 1.03 pu, 40% (var sink)		AS4777:2.2020 settings (Table 3.7, Region B) OR HV Reference values to be used if measurement taken from the HV point of connection.
		Export Limit Control	Applicable for export limited systems. If <i>soft limit</i> is implemented based on the requirements of AS/NZS 4777.1 and AS/NZS 4777.2, the following applies:  Trip setting: 105% of approved DSOC (A4.3.1) for 15 second		3.6.10.1(i)	Refer to note 12
		(Insert additional trip settings)	(filled by customer)			Refer note 3 & 5



### A:2.7 Export Limit Control Operating Philosophy (inverter based)

Provide a detailed explanation of inverter based export control including

- Inverter is set in accordance with AS4777.1:2024 – 3.4.8 & AS4777.2:2020 – section 6 **Yes/No**
- Set Point – **xxx kW**
- all other relevant information regarding export control system  
**“N/A” if not applicable**

### A:2.8 Reverse Power Protection Operating Philosophy (if applicable)

Provide a detailed explanation of hard export limit control in this section and include protection relay injection testing results in the commissioning report.

The explanation should cover information such as:

- Fail Safe mechanism (in the event of loss of signal / communication, device malfunction) in accordance with AS4777.1:2024 3.4.5.3 - **xxx kW**, **xxx** seconds.
- all other relevant information regarding the reverse power protection system  
**“N/A” if not applicable or if only soft export limit control is implemented.**

### A:2.9 Energy Storage Operating Philosophy (if applicable)

Provide a detailed explanation of charging and discharging cycles including control methodology for the energy storage.

If Energy Storage will be operated in grid forming mode, provide the following information:

- How would the inverter ensure it will operate in the correct operating mode in each operating scenario e.g. grid-connected, transition to island, islanded, transition back to the grid?
- How would the inverter achieve the transition and what operating parameters/setpoint/etc... are implemented and used to initiate the transition for each operating mode?

**“N/A” if not applicable**

### A:2.10 Inverter Generation Capacity Limiting Philosophy (if applicable)



Provide a detailed explanation of inverter generation capacity limiting philosophy

- Include the rated and set values of the inverter capacities:[..... kVA (set value)/ .... kVA (rated value)].
- In the commissioning report, include the serial number of the inverters that are capacity limited.
- Include photos/screen shots demonstrating the set inverter capacity values.
- All other relevant information regarding generation limit control.

"N/A" if not applicable

### A:2.11 Generator Operating Philosophy (where multiple generators exist)

The section should include control and operating philosophy of **all generators** in the facility (**proposed and existing**).

- Include other generation sources in the facility, explaining if there is any interaction between the other generation sources and the proposed inverter-based system and how the other generation sources will be operated in the facility, including any interlock as applicable.
- Ensure applicable wiring information is shown on the SLD and protection wiring diagram.

"N/A" if not applicable



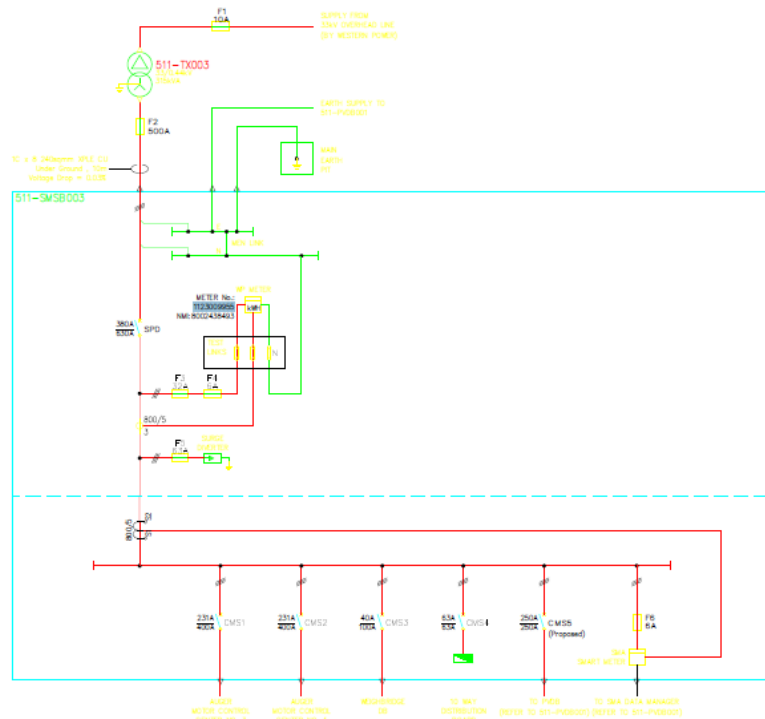
NOTES:

1. Ensure discrimination is achieved between customer equipment and Western Power upstream equipment protection settings as per WASIR 11.6.4.1 and Technical Rules:
  - For HV connections, CMS (HV Main Switch) to grade with upstream protection
  - For LV connections, SPD to grade with upstream protection
2. Definition of TMS = (Required time to trip) / (Time to trip with TMS = 1.0)
3. List any other protection that trips the circuit breaker in question, e.g.: Transformer Overpressure, Over-temperature, etc.
4. Other events preventing closing may include interlocking, e.g.: CMS Open prevent CPS closing.
5. Insert all items that cause tripping, e.g.: this may include other items not specifically under CMS/CPS/GMS heading such as FSU (Fuse Switch Units)
6. The single line diagram to define where the LV Standby Earth Fault protection is being implemented (where applicable)
7. Protection single line diagram to be submitted with the schedule to assist in review.
8. Included for information only to protection coordination Protection device to be of a type in accordance with Technical Rules clause 3.6.7.2.
9. Where General exemption from Clause 3.6.10.1 and Clause 3.6.10.3 for LV connections up  $\leq 200\text{kVA}$  does not apply, the following are available:
  - a. General exemption from Technical Rules subclause 3.6.10.1(g) (NVD protection) for LV connected inverter embedded generation systems  $< 1\text{MVA}$ . Earth fault protection required for internal faults only. Refer to [Technical Rules Conditional Exemption Notification: Protection Requirements \(westernpower.com.au\)](http://westernpower.com.au). HV connections may apply via [Technical Rules Exemption Request \(TER\)](http://westernpower.com.au).
  - b. General exemption from Technical Rules subclause 3.6.10.1(d) (fail safe) for LV connected inverter embedded generation systems  $< 1\text{MVA}$ . Refer to [Technical Rules Conditional Exemption Notification: Protection Requirements \(westernpower.com.au\)](http://westernpower.com.au). HV connections may apply via [Technical Rules Exemption Request \(TER\)](http://westernpower.com.au).
10. Setting is not a Western Power minimum protection requirement.
11. Sensitive Earth Fault not applicable to LV connected customers with inverter embedded generation systems.
12. Reverse power protection or export limit control (inverter based) is required for export limited systems. Customer may use either protection relay based or inverter based export control, no duplication or back up is required. Export-limited trip setting: 105% of approved DSOC for 15 seconds.



## Single Line Diagrams – Customer Connection and Protection System





- NOTES:**
- ALL WORKS SHALL BE COMPLETED IN ACCORDANCE WITH TECHNICAL SPECIFICATION DOCUMENTS
    - T59 ELECTRICAL SERVICES
    - CBH-ENG-EL-SST-0001
    - T57 ELECTRICAL ENCLOSURES
    - CBH-ENG-EL-SST-0003.
  - ALL EQUIPMENT AS PER:
    - T58 EQUIPMENT LIST
    - CBH-ENG-EL-SST-0002.
  - HYDROSTAT, THERMOSTAT AND BOW HEATER TO BE INSTALLED.
  - SPARE MODULES TO HAVE FLEXIBLE BUS OR CABLE BROUGHT OUT TO SHROUDED TERMINALS IN THE MODULE TO PERMIT FUTURE FIT-OUT OF THE MODULE, SIZED TO 150A.
  - SMSB003-08001 DISTRIBUTION BOARD INSTALLED TO SERVICE FUTURE LOADS.

MCC DRIVE/EQUIPMENT NO	INC	S11-MCC003	S11-MCC004	S11-ME001-0801	S11-SMSB003-08001	S11-PV08001-08001
NUMBER	3F-04	3F-00	3F-04	3F-04	3F-10/12	
MODULE SIZE (kW)						
RATING	630A	400A	400A	100A	63A	250A
ISOLATOR / CB TYPE	C49F3 & C433NE30	C49F3 & C403SE400	C49F3 & C403SE400	C10F320750	C10F31063	MCCB
SECONDARY CB RATING						
FITTING						
RATING						
SIZE (A)						
CONTACTOR TYPE						
DRIVE TYPE						
METERING CT						
RATIO	800 / 5					
VA	SVA					
CLASS	0.5M2/0.5S					
PROTECTION CT						
RATIO	800 / 5					
VA	SVA					
CLASS						
DISCONNECTOR RATING (A)						
DRAWING REFERENCE						S11-ENG-EL-SLD-002

SWITCHBOARD	
TYPE	REFER NOTE 1 & 2
MATERIAL	REFER NOTE 1 & 2
EXTERNAL COLOUR	ORBITAL SAND
INTERNAL COLOUR	RAL2008 ORANGE
IP RATING	IP54 c/w W/P ENCLOSURE
DUST/RAIN HOOD	CUSTOM WEATHERPROOF SKIN
DOORS	120" OPENING
DOOR STAY	GAS STRUT (TOP) DOOR STAY (BOTTOM)
CABLE ENTRY	BOTTOM
GLAND PLATE	YES - REFER NOTE 1
PLINTH	YES
RATED VOLTAGE	415V
RATED CURRENT	800A
FAULT LEVEL	36kA 1 SEC
CHASSIS TYPE	N/A
LOCKING DEVICES	YES - REFER NOTE 1
WIRE COLOURS	REFER NOTE 1

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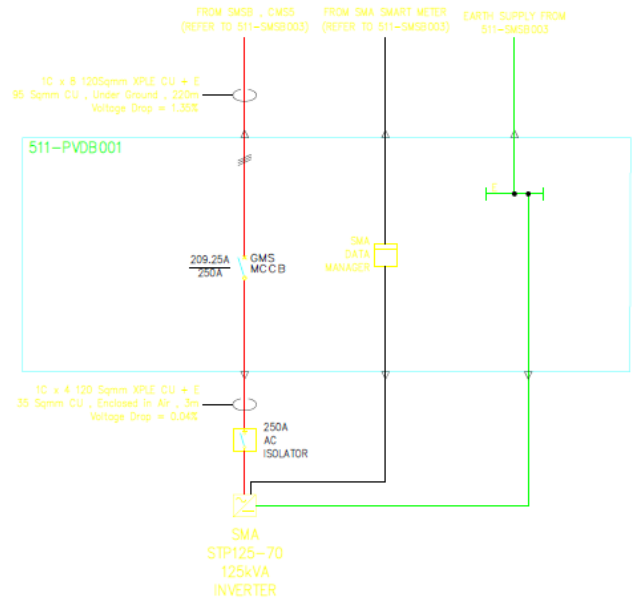


REV	DATE	REVISION DESCRIPTION	BY	CHKD	APPD
1	10/10/2024	ISSUED FOR APPROVAL			

SCALE	DATE	APPD	REV
N.T.S.			
A1			
020 - 507			

TYPICAL DRAWING  
415V- 511 - SMSB001  
SITE MAIN SWITCHBOARD  
SINGLE LINE DIAGRAM  
511-ENG-EL-SLD  
PAGE 1 OF 2 REV A





NOTES:

MCC DRIVE/EQUIPMENT NO		511-PVDB001-MCC001
MODULE	NUMBER	
	SIZE (kW)	
	RATING	250A
ISOLATOR / CB TYPE		MCCB
SECONDARY CB RATING	FITTING	
	RATING	
CONTACTOR	SIZE (A)	
	TYPE	
DRIVE TYPE		
METERING C.T.	RATIO	
	VA	
	CLASS	
PROTECTION C.T.	RATIO	
	VA	
	CLASS	
DECONTACTOR RATING (A)		
DRAWING REFERENCE		

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REV	DATE	REVISION DESCRIPTION	BY	CHKD	APPD
1	14/07/20	ISSUED FOR APPROVAL	MS	M	MS

SCALE	DRAWN	APP	REV
N.T.S.	MS	MS	1
	MS	MS	2
	MS	MS	3
	MS	MS	4
	MS	MS	5
	MS	MS	6
	MS	MS	7
	MS	MS	8
	MS	MS	9
	MS	MS	10

TYPICAL DRAWING  
415V- 511 - SMSB001  
PVDB  
SINGLE LINE DIAGRAM

511-ENG-EL-SLD  
PAGE 2 OF 4  
REV A



Figure 1 – Site Single Line Diagram from generation to connection point.

Power Quality Emission Limits (VOLT#: ID88-353230349-853574)

Table 1 Allocated Flicker Emission Limits

Category	Flicker Type	Limit
Continuous & Switching Operations	$E_{Psti}$ , short-term switching operations limit. Note that this limit is based in Stage 2B of AS/NZS 61000.3.7.	0.617
	$E_{Ptti}$ , long-term switching operations limit. Note that this limit is based in Stage 2B of AS/NZS 61000.3.7.	0.527

Table 2 Allocated Harmonic Voltage Emission Limits

Category	Limit
V (THD) limit	2.48%



**Table 3 Allocated Harmonic Current Emission Limits -**

<b>Harmonic Current limit</b>	
<b>Harmonic h</b>	<b>Limit (A)</b>
2	12.027
3	18.990
4	3.165
5	24.126
6	1.828
7	14.100
8	1.371
9	3.290
10	1.075
11	9.785
12	1.214
13	7.006
14	0.970
15	0.773
16	0.807
17	3.604
18	0.681
19	2.841
20	0.596
21	0.394
22	0.527
23	1.886
24	0.469
25	1.563
26	0.420
27	0.245
28	0.379
29	1.131
30	0.353
31	0.972
32	0.321
33	0.201
34	0.302
35	0.738
36	0.276
37	0.644
38	0.261
39	0.170
40	0.248



Schedule B: Part 1 - Operating procedures		Operating procedures for generators connected to the Western Power distribution system
	Description	Technical Rules clause
<b>B1</b>	<b>General details</b>	
B1.1	Name of Customer/Generator: (filled by customer)	
B1.2	Facility Name: (filled by customer) Email: (filled by customer) Telephone (s): (filled by customer) Facility Address: (filled by customer)	5.10.2 3.6.9(d)
<b>B2</b>	<b>Contact Personnel</b>	
B2.1	The Customer shall ensure that a responsible person can be contacted by Western Power at all times for the purpose of performing switching operations and adjusting generator performance.  The Customer's contact is: <b>Name:</b> (filled by customer) <b>Title:</b> (filled by customer) <b>24/7 Contact Number/s:</b> <ul style="list-style-type: none"> <li>• Business hours: (filled by customer)</li> <li>• After hours: (filled by customer)</li> </ul>	5.3.3 5.10.2 5.10.3
B2.2	Western Power's contact: <b>General enquiries: 13 10 87</b> <b>Emergency &amp; Outages: 13 13 51</b>	5.3.2 5.10.3 5.10.4
<b>B3</b>	<b>Customer Operations:</b>	
B3.1	<b>Title of Customer operating procedure document:</b> (filled by customer)	5.9.1 A12.5
B3.2	Customer <b>protection</b> apparatus:  Western Power's protection requirements for this facility are specified in the Technical Rules and Schedule A. Upon request the Customer shall demonstrate the accuracy and operation of the facility's protection apparatus.	3.6.10 5.5.2
B3.3	<b>Operating requirements:</b> The Customer shall operate the facility including the generators and protective apparatus in accordance with good electricity industry practice. The following conditions shall be observed for any equipment associated with the facility's electrical system:	5.9



B3.3.1	<b>Maintenance in good order:</b> The Customer shall ensure that all equipment in the facility is maintained in good order and that all protective apparatus and control equipment is at all times capable of performing its required function	4.1.4, 5.3.3 5.7.1 5.8
B3.3.2	<b>Competent Personnel:</b> The Customer shall ensure that all operating personnel are competent in that they have adequate knowledge and sufficient judgment to take correct action when facing an emergency. All testing and maintenance work is to be carried out by suitably trained and qualified personnel.	5.3.3
B3.3.3	<b>Approval and Notice for Modifications:</b> The Customer shall provide Western Power with full details of any intended modifications to the electrical arrangements shown on the simplified Single Line Diagram stated in Schedule A. Modifications shall not be implemented without Western Power approval. Unless otherwise agreed, the notice period for the implementation of modifications shall be as specified in the Technical Rules (currently 65 business days)	4.2.4
B3.3.4	<b>Service Intervals:</b> The Customer regularly shall service and test for equipment including protective apparatus (as specified in Schedule A) associated with the electrical path between the facility's generators and the Western Power distribution system. The maximum interval shall be 3 years.	4.1.4 A12.15
B3.3.5	<b>Testing of Customer equipment requiring changes to agreed operation:</b> The Customer shall provide Western Power with notice in writing (currently 15 business days) of commissioning, calibration and trip tests on any existing or direct replacement equipment associated with the electrical path between the facility's generators and the network. The Customer shall permit Western Power representatives to witness any such tests that Western Power deems to be relevant to safe and reliable operation of the distribution system.	4.1.5
B3.3.6	<b>Records:</b> The Customer shall maintain logbooks detailing: inspection and operating activities, equipment settings and results of commissioning and periodical tests	5.3.3, 5.8, 5.10.4, 5.11
B3.3.7	<b>Western Power access:</b> The Customer shall at all times permit and enable representatives of Western Power to access Western Power equipment installed within the facility, subject to adequate prior notice. The Customer shall also grant access to Western Power to inspect or test Customer facilities in accordance with the Technical Rules. In the case of an emergency condition, prior notice may not be given.	4.1.1, 4.1.2, 4.1.3, A12.16
B3.4	<b>Power Quality (PQ) performance requirements:</b> The customer shall ensure that the installation complies with the requirement of SA/SNZ TR IEC 61000.3.14 and Technical Rules clause 3.2.1 (b) and (c) regarding flicker and harmonics.  If, at any point in time, the network exceeds any limits related to the performance of Western Power obligations, Western Power will investigate at Western Power's cost; if the investigation shows that the issue was due to the embedded generation system at your site, then you must rectify at your cost.	3.2.1(b), 3.2.1(c)



	Western Power will notify you if remedial activity is required and the time by which the remediation is to be completed. (e.g., includes but not limited to harmonics, flicker, voltage and volt-var limits.)	
B3.5	<p><b>Procedure for restoration on loss of Western Power supply:</b></p> <p><b>In the event of loss of supply, the following steps shall be taken:</b></p> <ol style="list-style-type: none"> <li>1. Check whether the loss of supply has been caused by a trip on one of the facility's protection devices or if supply from Western Power has been lost. This may be determined by checking if any of the facility's circuit breakers have tripped and then by checking with NOCC if any Western Power protective devices connecting the facility have tripped.</li> <li>2. If supply from Western Power has been lost, then check that the <i>CPS / contractor(s) controlled by the central protection relay</i> has opened and isolated the facility's generating equipment from the network.</li> </ol>	5.3.2, 5.3.3
<b>B4</b>	<b>Western Power Operations</b>	<b>5.3.1</b>
B4.1	<p>Feeder connections:</p> <p>Normal Supply Feeder: KDN 603.0 CORRIGIN &amp; 33kV</p> <p>Distribution transformer: 70 CORRIGN SOUTH RD &amp; N9542398</p> <p><i>"Generators can remain connected and operating in accordance with their respective connection agreement while supplied from a feeder other than its normal supply feeder".</i></p>	2.5.5.1(b)
B4.2	<p>Feeder protection:</p> <p>All feeder circuit breakers and field reclosers are normally fitted with overcurrent and earth fault protection. Western Power protection devices are <b>not</b> normally fitted with protection to prevent unsynchronised automatic or manual switching.</p>	





11. The protection settings specified in the connection agreement have been approved by the Network Service Provider and are such that satisfactory coordination is achieved with the Network Service Provider's protection systems;
12. Provision has been made to minimise the risk of injury to personnel or damage to equipment that may be caused by an out-of-synchronism fault;
13. Control systems have been implemented to maintain voltage, active power flow and reactive power flow requirements for the connection point as specified in the connection agreement;
14. The facility complies with the quality of supply requirements specified in the Technical Rules
15. Systems or procedures are in place such that the testing, commissioning, and operation requirements specified in the Technical Rules and the connection agreement are adhered to; and
16. Operational settings are as specified.
17. Permanent Signs and Labels are adequately installed on site as required by AS4777.1 and AS3000, and for the safe operation in the emergency events & during maintenance. Also, customer Export Control CTs and Voltage Reference (VR) equipment & cables are labelled clearly and correct.

Notes: \_\_\_\_\_

Preferred two-week window: **DATE**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Professional Engineer

(use wet or digitally encrypted signature)

Print name: \_\_\_\_\_ Organisation: \_\_\_\_\_

### APPROVAL

Approval is hereby given for the above facility to be connected to the Western Power Network for the period from.....to.....for the purpose of testing and commissioning.

Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Western Power Operations Engineer

Print name: \_\_\_\_\_ Function/Area: \_\_\_\_\_





12. Provision has been made to minimise the risk of injury to personnel or damage to equipment that may be caused by an out-of-synchronism fault;
13. Control systems have been implemented to maintain voltage, active power flow and reactive power flow requirements for the connection point as specified in the connection agreement;
14. The facility complies with the quality of supply requirements specified in the Technical Rules
15. Systems or procedures are in place such that the testing, commissioning, and operation requirements specified in the Technical Rules and the connection agreement are adhered to; and
16. Operational settings are as specified.
17. Permanent Signs and Labels are adequately installed on site as required by AS4777.1 and AS3000, and for the safe operation in the emergency events & during maintenance. Also, customer Export Control CTs and Voltage Reference (VR) equipment & cables are labelled clearly and correct.

Notes: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registered Professional Engineer  
(use wet or digitally encrypted signature)

Print name: \_\_\_\_\_ Organisation: \_\_\_\_\_

**APPROVAL**

Approval is hereby given for the above facility to be connected to the Western Power Network for the agreed mode of operation until further notice.

Notes: \_\_\_\_\_

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Western Power Authorised Representative

Print name: \_\_\_\_\_ Function/Area: \_\_\_\_\_



**From:** Lidia Rea <[Lidia.Rea@westernpower.com.au](mailto:Lidia.Rea@westernpower.com.au)>

**Sent:** Monday, 18 May 2026 10:33 AM

**To:** Jarrad Filinski <[eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au)>

**Subject:** CBH Development Application - Community Objection - WP feedback

Hi Jarrad,

Happy Monday, hope you had a lovely weekend.

I'm happy to advise that our Grid Transformation team and subject matter experts in this area have provided the below statement to share with you to re-assure you of the suitability of connecting renewables to the network.

*“Modern smart inverters now include functions such as Volt-Var, Volt-Watt, and ride-through capabilities, which help regulate and maintain voltage levels. Western Power has many similar solar PV systems connected, and to date, power quality has not been a concern.”*

Hope this assists but do let me know if there are any further queries from your Town Planner.

Have a wonderful week ahead.

Lidia

**Lidia Rea**

**Senior Customer Relations Consultant**

**Community and Stakeholders**

**A** 363 Wellington Street Perth 6000 | **M** 0458 625 688

**E** [lidia.rea@westernpower.com.au](mailto:lidia.rea@westernpower.com.au)

Item No: FA 1
Subject: Central Agcare Loan
Proponent: N/A
Location: Kirkwood Street
Reporting Officer: Scott McKenzie DCEO
Enabling Legislation: N/A
Council Policy: N/A
File Number: N/A

## **BACKGROUND**

Around 10 years ago the Central Agcare organisation took out two self supporting loans through the Shire to enable the purchase of the office. One was an interest free loan through the Grain Pool of WA for \$20,000 (which has been fully paid) and the other was for \$40,000 from the NAB. This one has not been paid out as yet. We still owe \$8,814.08 and Central Agcare still owe us \$13,410.

They have since written and requested Council to consider allowing them to raise another self supporting loan of \$13,500 to purchase the Catholic School and land. They wish the term to be over a minimum of 15 years, preferably 20 years.

They intend to utilise the premises as an office and consulting rooms for the Rural Financial Counselling Services, Family Counselling Services and the Domestic Violence Action Group. They have also extended an invitation to Councillors to inspect the premises prior to the next shire meeting.

## **COMMENT**

I believe one of the conditions placed on the previous loan was that the land be placed in Councils name until the total loan (or majority) was paid. As Central Agcare is almost totally reliant on Government Grants for survival, it would appear to be very prudent to enforce this condition again.

As Councillors would be aware, Central Agcare have had trouble repaying the current loan, however once we had agreed to extend this repayment to the next 10 years, they have paid their portion.

If Council decides to raise a self supporting loan in the current financial year, we will need to advertise our intention with one months local public notice and the resolution must be by absolute majority as per Section 6.20(2) of the Local Government Act.

## **OFFICERS RECOMMENDATION**

*That Council advertises its intention to raise a \$13,500 loan over 15 years on behalf of Central Agcare on the condition that the Catholic School and land be vested in Council until Central Agcare pays the loan in full.*

## **COUNCIL RESOLUTION**

**(4432) Moved – Crs Price and Doyle**

*That the recommendation as above be adopted.*

*Carried 8/0*

Our Ref: ASC/001/13  
Contact: Heather Blacklock  
hblacklock@corrigin.wa.gov.au

22 September 2006

Lorraine Szczecinski  
Administrator  
Central Agcare Inc  
PO Box 6  
CORRIGIN WA 6375

Dear Lorraine

**RE: Housing Loan**

Thank you for your loan repayment in July of this year, which included the normal repayment for 2005/06 and a catch up payment of \$792.46. I thought now would be an appropriate time to itemise the further payments required from Central Agcare to repay the remainder of the loan.

2006/07	Further catch up payment	\$792.45
	Normal repayment for current year	\$1,563.93
2007/08	Normal repayment for 2007/08	\$1,563.93
2008/09	Normal repayment for 2008/09	\$1,563.93
2009/10	Normal repayment for 2009/10	\$1,563.93

If you have any queries regarding the above please contact the undersigned on 08 9063 2203.

Yours faithfully

Heather Blacklock  
**Deputy Chief Executive Officer**

### Central Agcare Loan Repayment Schedule

Date	Description	Running Balance Principal	Running Balance Interest	Treated as Principal	Treated as Interest	Incorrect GST	Total Received
31/1/2001	Opening Balance - Loan taken up by Shire	\$ 13,410.00	\$ 2,229.33				
4/06/2001	Payment Received		\$ 1,547.51		\$ 681.82	68.18	\$ 750.00
3/01/2002	Payment Received		\$ 826.65		\$ 720.86	72.09	\$ 792.95
5/06/2003	Payment Received	\$ 12,190.92	\$ 623.98	\$ 1,219.08	\$ 202.67	142.18	\$ 1,563.93
24/5/2004	Payment Received	\$ 10,849.93	\$ 401.04	\$ 1,340.99	\$ 222.94		\$ 1,563.93
30/6/2005	Payment Received - exact date not sure	\$ 9,508.94	\$ 178.10	\$ 1,340.99	\$ 222.94		\$ 1,563.93
22/8/2005	Payment Received	\$ 8,716.49	\$ 178.10	\$ 792.45			\$ 792.45
7/06/2006	Payment Received	\$ 7,375.49	\$ (44.84)	\$ 2,133.45	\$ 222.94		\$ 2,356.39
4/01/2007	Payment Received	\$ 6,034.50	\$ (267.78)	\$ 1,340.99	\$ 222.94		\$ 1,563.93
31/10/2007	Payment Received	\$ 4,470.57	\$ (267.78)	\$ 1,563.93	\$ -		\$ 1,563.93
30/06/2009	Payment Received - exact date not sure	\$ 2,906.64	\$ (267.78)	\$ 1,563.93	\$ -		\$ 1,563.93
7/09/2010	Payment Received	\$ 1,342.71	\$ (267.78)	\$ 1,563.93	\$ -		\$ 1,563.93

**Note: All payments to now be receipted against the principal outstanding**

**What payments balance should be:**

						Total
31/1/2001	Opening Balance - Loan taken up by Shire	\$ 13,410.00	\$ 2,229.33			\$ 15,639.33
2000/01	1st payment	\$ 12,069.01	\$ 2,006.39	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2001/02	2nd payment	\$ 10,728.02	\$ 1,783.45	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2002/03	3rd payment	\$ 9,387.03	\$ 1,560.51	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2003/04	4th payment	\$ 8,046.04	\$ 1,337.57	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2004/05	5th payment	\$ 6,705.05	\$ 1,114.63	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2005/06	6th payment	\$ 5,364.06	\$ 891.69	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2006/07	7th payment	\$ 4,023.07	\$ 668.75	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2007/08	8th payment	\$ 2,682.08	\$ 445.81	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2008/09	9th payment	\$ 1,341.09	\$ 222.87	\$ 1,340.99	\$ 222.94	\$ 1,563.93
2009/10	10th payment	\$ 0.10	\$ (0.07)	\$ 1,340.99	\$ 222.94	\$ 1,563.93
				<b>\$ 13,409.90</b>	<b>\$ 2,229.40</b>	<b>\$ 15,639.30</b>

**What payments received from Central Agcare:**

		Should have been	Discrepancy
4/06/2001	Payment Received for 00/01	\$ 750.00	\$ 1,563.93 \$ (813.93)
3/01/2002	Payment Received for 01/02	\$ 792.95	\$ 1,563.93 \$ (770.98)
5/06/2003	Payment Received for 02/03	\$ 1,563.93	\$ 1,563.93 \$ -
24/5/2004	Payment Received for 03/04	\$ 1,563.93	\$ 1,563.93 \$ -
30/6/2005	Payment Received for 04/05	\$ 1,563.93	\$ 1,563.93 \$ -
7/06/2006	Payment Received for 05/06 & make up	\$ 3,148.84	\$ 1,563.93 \$ 1,584.91
4/01/2007	Payment Received for 06/07	\$ 1,563.93	\$ 1,563.93 \$ -
31/10/2007	Payment Received for 07/08	\$ 1,563.93	\$ 1,563.93 \$ -
30/06/2009	Payment Received for 08/09	\$ 1,563.93	\$ 1,563.93 \$ -
7/09/2010	Payment Received for 09/10	\$ 1,563.93	\$ 1,563.93 \$ -
		<b>\$ 15,639.30</b>	<b>\$ 15,639.30</b> \$ -

**CENTRAL AGCARE INC  
FOR WHOLE OF ORGANISATION**

**INCOME STATEMENT**

**For the year ended 30 June 2010**

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
<b>SERVICE INCOME</b>		
Department for Community Development grant funding	134,773	129,957
Lotterywest grant	10,000	10,000
Other income	5,851	4,201
Fahschia gran	<u>43,924</u>	<u>-</u>
	<b><u>194,548</u></b>	<b><u>144,158</u></b>
<b>LESS EXPENSES</b>		
Accommodation & meals	1,363	300
Accruals – leave entitlements	(1,153)	(507)
Administration	18	45
Advertising	1,207	407
Audit fees	3,300	3,050
Bank charges	164	172
Charity donation	50	-
Committee expenses	311	-
Conference expenses	4,295	3,910
Electricity & gas	568	704
FFR art therapy	1,125	1,473
Fahscia grant	7,864	-
Insurance	4,697	5,051
Interest	-	223
Lotteries relief	9,961	7,729
Loss on sale of vehicle	-	450
Motor Vehicle expenses	11,540	11,193
Postage	271	202
Office expenses	5,026	1,755
Rates	1,541	2,231
Recruitment costs	1,104	1,773
Repairs & maintenance	1,013	3,488
Subscriptions	-	609
Sundries	632	273
Superannuation	11,381	10,390
Supervisory costs	1,991	3,108
Telephone	6,190	6,147
Training expenses	2,464	1,994
Wages	<u>92,319</u>	<u>97,166</u>
	<b><u>169,242</u></b>	<b><u>163,336</u></b>
<b>NET SURPLUS /(DEFICIT) FOR THE YEAR</b>	<b><u>25,306</u></b>	<b><u>(19,178)</u></b>

**CENTRAL AGCARE INC  
FOR WHOLE OF ORGANISATION**

**BALANCE SHEET**

**As at 30 June 2010**

	<b>2010</b>	<b>2009</b>
	\$	\$
<b>Current Assets</b>		
Cash at bank – Main Account	23,237	8,730
Cash at bank – Working Account	17,436	786
Cash at bank – Reserve Account	1,456	17,081
Cash at bank – Gold Term Deposit 1	7,740	7,448
Cash at bank – Gold Term Deposit 2	17,000	-
Cash at bank – Fahscia Account	13,879	-
GST receivable	<u>4,265</u>	<u>2,125</u>
	<u>85,013</u>	<u>36,170</u>
<b>Non-Current Assets</b>		
Furniture, fittings and equipment		
Cost	24,752	24,752
Less accumulated depreciation	<u>(18,685)</u>	<u>(17,559)</u>
	<u>6,067</u>	<u>7,193</u>
Land & buildings		
Lot 228 Kirkwood Street, Corrigin	<u>60,000</u>	<u>60,000</u>
Motor vehicles		
Cost	18,427	18,427
Less accumulated depreciation	<u>(5,071)</u>	<u>(1,193)</u>
	<u>13,356</u>	<u>17,234</u>
	<u>79,423</u>	<u>84,427</u>
<b>TOTAL ASSETS</b>	<u>164,436</u>	<u>120,597</u>
<b>Current Liabilities</b>		
Corrigin shire loan	1,341	1,341
Provision for employee entitlements	11,400	12,553
Tax liabilities	5,317	3,327
Trade creditors	<u>5,676</u>	<u>5,471</u>
<b>TOTAL LIABILITIES</b>	<u>23,734</u>	<u>22,692</u>
<b>NET ASSETS</b>	<u>140,702</u>	<u>97,905</u>
<b>ACCUMULATED FUNDS</b>		
Balance at beginning of year	97,905	94,939
Operating surplus for year	<u>42,797</u>	<u>2,966</u>
<b>TOTAL ACCUMULATED FUNDS</b>	<u>140,702</u>	<u>97,905</u>

The accompanying notes form part of these financial statements

**CENTRAL AGCARE INC CORRIGIN**  
**STATEMENT OF RECEIPTS & PAYMENTS**

For the year ended 30 June 2005

	2005	2004
	\$	\$
<b>RECEIPTS</b>		
Donations – Others	-	400
House Rent	1,750	2,730
Interest revenue	3	11
Lottery Grants	6,500	10,997
Office Rent	4,550	7,500
Private Work	1,350	1,207
Refund – Rebates	-	1,780
GST Collected	785	1,220
GST Refunded	552	1,058
	<u>15,490</u>	<u>26,903</u>
<b>PAYMENTS</b>		
Advertising	23	-
Accounting	-	104
Audit	450	440
Bank Fees	10	5
Committee Expenses	53	132
Donations	2,500	7,250
Electricity	-	45
House Loan	1,564	1,564
House Repairs	1,374	717
Insurance	813	912
Lotteries Relief	5,974	7,016
Lotteries Spent	2,530	13,267
Motor Vehicle	-	136
Office Expenses	354	741
Postage & Photocopying	63	115
Shire Rates	569	503
Water Rates & Usage	814	567
GST Paid	803	1,860
GST Remitted	204	1,910
	<u>18,098</u>	<u>37,284</u>
<b>SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS</b>	(2,608)	(10,381)
Transfer out to Central Agcare (Rural Counselling)	(1,500)	(5,000)
Cash at the beginning of the year	<u>6,254</u>	<u>21,635</u>
<b>CASH AT THE END OF THE YEAR</b>	<u>2,146</u>	<u>6,254</u>

**CENTRAL AGCARE INC CORRIGIN**  
**STATEMENT OF RECEIPTS & PAYMENTS**

For the year ended 30 June 2006

	2006	2005
	\$	\$
<b>RECEIPTS</b>		
Donations – Others	650	-
House Rent	-	1,750
Interest revenue	1	3
Lottery Grants	-	6,500
Office Rent	7,800	4,550
Private Work	3,155	1,350
Refund – Rental Bond	345	-
GST Collected	350	785
GST Refunded	198	552
	<u>12,499</u>	<u>15,490</u>
<b>PAYMENTS</b>		
Advertising	-	23
Audit	475	450
Bank Fees	48	10
Committee Expenses	127	53
Donations	5,000	2,500
Electricity & Gas	616	-
Foodbank	948	-
House Loan & Interest	3,148	1,564
House Capital & Repairs	740	1,374
Insurance	1,375	813
Lotteries Relief	-	5,974
Lotteries Spent	-	2,530
Office Expenses	245	354
Postage	55	63
Rent Assistance	200	-
Shire Rates	586	569
Water Rates & Usage	961	814
GST Paid	336	803
GST Remitted	152	204
	<u>15,012</u>	<u>18,098</u>
<b>SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS</b>	(2,513)	(2,608)
Transfer out to Central Agcare (Rural Counselling)	-	(1,500)
Cash at the beginning of the year	<u>2,146</u>	<u>6,254</u>
<b>CASH AT THE END OF THE YEAR</b>	<u>(367)</u>	<u>2,146</u>

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**CENTRAL AGCARE INC CORRIGIN**  
**STATEMENT OF RECEIPTS & PAYMENTS**

For the year ended 30 June 2007

	2007	2006
	\$	\$
<b>RECEIPTS</b>		
Administration Fees	4,727	-
Donations – Others	13,850	650
GST Collected	3,105	350
GST Refunded	545	198
House Rent	2,720	-
Interest revenue	1	1
Lottery Grants	11,800	-
Office Rent	5,940	7,800
Private Work	1,309	3,155
Refunds & Rebates	5,739	345
Vehicle Lease	7,500	-
Wages Reimbursed	2,628	-
	<u>59,864</u>	<u>12,499</u>
<b>PAYMENTS</b>		
Accommodation/Meals	364	-
Administration	300	-
Advertising	8	-
Audit	500	475
Bank Fees	39	48
Committee Expenses	87	127
Donations	3,000	5,000
Electricity & Gas	766	616
Foodbank	2,194	948
GST Paid	1,732	336
GST Remitted	1,246	152
House Loan & Interest	1,564	3,148
House Capital & Repairs	584	740
Insurance	3,588	1,375
Lotteries Relief	3,661	-
Lotteries Spent	1,045	-
Office Expenses	2,906	245
Office Repairs – Maintenance	323	-
Postage	211	55
Rent Assistance Refunds	2,328	200
Shire Rates	609	586
Subscriptions	50	-
Travel Allowance	601	-
Vehicle Costs	9,537	-
Wages	4,240	-
Water Rates & Usage	665	961
	<u>42,148</u>	<u>15,012</u>
<b>SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS</b>	17,716	(2,513)
Cash at the beginning of the year	(367)	2,146
Transfer to Vehicle Management Account	<u>(5,000)</u>	<u>-</u>
<b>CASH AT THE END OF THE YEAR</b>	<u>12,349</u>	<u>(367)</u>

**CENTRAL AGCARE (INC.) CORRIGIN**  
**STATEMENT OF RECEIPTS & PAYMENTS**

For the year ended 30 June 2008

	2008	2007
	\$	\$
<b>RECEIPTS</b>		
Administration Fees	2,364	4,727
Donations – Others	13,870	13,850
GST Collected	1,460	3,105
GST Refunded	446	545
House Rent	4,720	2,720
Interest Revenue	1	1
Lotterywest Grants	10,136	11,800
Office Rent	-	5,940
Private Work	736	1,309
Refunds & Rebates	1,272	5,739
Vehicle Lease	682	7,500
Wages Reimbursed	<u>7,800</u>	<u>2,628</u>
	<u>43,487</u>	<u>59,864</u>
<b>PAYMENTS</b>		
Accommodation/Meals	336	364
Administration	718	300
Advertising	362	8
Audit	525	500
Bank Fees	5	39
Committee Expenses	210	87
Donations	-	3,000
Electricity & Gas	306	766
Foodbank	2,095	2,194
GST Paid	2,234	1,732
GST Remitted	355	1,246
House Loan & Interest	1,564	1,564
House Capital & Repairs	5,025	584
Insurance	1,590	3,588
Lotteries Relief	3,226	3,661
Lotteries Spent	6,174	1,045
Office Expenses	2,255	2,906
Office Repairs -- Maintenance	1,291	323
Postage	179	211
Rent Assistance Refunds	952	2,328
Shire Rates	637	609
Subscriptions	250	50
Superannuation	861	-
Travel Allowance	-	601
Vehicle Costs	2,137	9,537
Wages	9,395	4,240
Water Rates & Usage	<u>693</u>	<u>665</u>
	<u>43,375</u>	<u>42,148</u>
<b>SURPLUS/(DEFICIT) OF RECEIPTS OVER PAYMENTS</b>	112	17,716
Cash at the beginning of the year	12,349	(367)
Transfer to Family Counselling Account	(50,00)	(5,000)
Transfer from Wheatbelt Rcrfdv	<u>74</u>	<u>-</u>
<b>CASH AT THE END OF THE YEAR</b>	<u>7,535</u>	<u>12,349</u>

**CENTRAL AGCARE INC CORRIGIN**

**STATEMENT OF RECEIPTS & PAYMENTS**

**For the year ended 30 June 2009**

	2009	2008
	\$	\$
<b>RECEIPTS</b>		
Administration fees	-	2,364
Donations – others	3,041	13,870
Donations -- Shires	16,650	-
GST collected	1,000	1,460
GST refunded	611	446
House rent	5,200	4,720
Interest revenue	1	1
Lotterywest grants	10,000	10,136
Private work	-	736
Refunds & rebates	-	1,272
Vehicle lease	-	682
Wages reimbursed	<u>10,400</u>	<u>7,800</u>
	<u>46,903</u>	<u>43,487</u>
<b>PAYMENTS</b>		
Accommodation & meals	-	336
Administration	-	718
Advertising	105	362
Audit	1,850	525
Bank fees	-	5
Committee expenses	281	210
Equipment purchase	1,582	-
Electricity & gas	704	306
Foodbank	-	2,095
FRRR art therapy	1,473	-
GST paid	2,441	1,234
GST remitted	218	355
House loan & interest	1,564	1,564
House capital & repairs	3,028	5,025
Insurance	2,007	1,590
Lotteries relief	7,319	3,226
Lotteries spent	-	6,174
Office expenses	424	2,255
Office repairs	338	1,291
Postage	133	179
Rent assistance refunds	-	952
Shire rates	689	637
Subscriptions	68	250
Superannuation	915	861
Vehicle costs	9,819	2,137
Wages	9,906	9,395
Water rates & usage	<u>844</u>	<u>693</u>
	<u>45,708</u>	<u>43,375</u>
<b>SURPLUS OF RECEIPTS OVER PAYMENTS</b>	1,195	112
Cash at the beginning of the year	7,535	12,349
Transfer to Central Agcare Inc Family Counselling Services	-	(5,000)
Transfer from Wheatbelt Rcrfdv	<u>-</u>	<u>74</u>
<b>CASH AT THE END OF THE YEAR</b>	<u>8,730</u>	<u>7,535</u>

**DAIP Implementation Plan Progress Report  
2025-2026**

Strategy	Task	Timeline	Responsibility	Update/Comment
<b>Outcome 1: People with disability have the same opportunities as other people to access the services of and events organised by the Shire of Corrigin</b>				
Ensure that people with a disability are consulted on their need for services and the accessibility of current services	Develop a feedback mechanism for all future reviews of services and review consultation guidelines in the Shire Community Engagement Policy	Review annually	CEO	This hasn't been fully progressed during the year. Some community consultation has been undertaken through normal activities, however a formal feedback mechanism and review of the Community Engagement Policy has not been completed. This will be carried forward and progressed in 2026-2027.
Monitor Shire services to ensure equitable access and inclusion	1. Conduct systematic reviews of the accessibility of services 2. Rectify identified barriers	Review annually	MOWS, EHO	Improvements have been made to accessibility at the Waste Transfer Station, including upgrades to the waste offloading area with the installation of metal barriers across dumping points and bin tippers at three locations. These upgrades improve safety and accessibility for people of all abilities. Ongoing opportunities to improve access will continue to be considered.
Ensure that events, whether provided or funded, are inclusive and accessible	Ensure all events are planned using the Accessible Events Checklist	Review annually and after events	CRCC	The Accessible Events Checklist is used to guide event planning and is reviewed after events to identify areas for improvement.

<b>Outcome 2: People with a disability have the same opportunities as other people to access buildings and other facilities of the Shire of Corrigin</b>				
Ensure that all buildings and facilities meet the Australian standards for access	1. Identify access barriers to buildings and facilities 2. Prioritise and make submissions to Council to commence work on rectifying identified barriers (rails to all public toilets)	Ongoing	EHO, MOWS, BMO	Public buildings are inspected for compliance with Public Building regulations, and any access issues identified are followed up for compliance. Informal feedback is also gathered from people with disability when they access facilities to understand any barriers. Ongoing improvements will continue to be considered.
Ensure that all new or redevelopment works provide access to people with a disability, where practicable	1. Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. 2. Ensure that no development application is signed off without a declaration that it meets the legal requirements for accessibility	Ongoing	EHO, MOWS, BMO	All new public buildings or upgrades requiring development approval, building permits or occupancy approval are required to meet accessibility requirements under the Building Code to ensure access for people with disability.
Ensure that ACROD parking meets the needs of people with a disability in terms of quantity and location	1. Audit existing Shire accessible parking bays and upgrade as necessary 2. Identify and install additional bays if needed	Ongoing	MOWS	Accessible parking bays are inspected, maintained and upgraded as required to ensure they meet community needs.
Encourage local businesses, venues and community organisations the requirements for, and benefits that can flow from provision of accessible venues	1. Provide readily available information on the legal requirements and needs of people with a disability 2. Promote the benefits of providing access to people with a disability	Ongoing	EHO, CEO, CRCC	Information on accessibility requirements and the needs of people with disability is shared with community groups, sporting clubs and businesses as it becomes available. Advice is also provided where required during inspections of facilities, business premises and public buildings.
Ensure disabled facilities and services are clearly indicated and accessible	1. Audit existing signage to accessible facilities and services, including toilets and parking and upgrade as necessary 2. Ongoing upgrade of dual pathways and ramp access leading to accessible services and facilities	Ongoing	EHO, MOWS, BMO	During inspection of facilities, signage to accessible services and facilities is reviewed and upgraded where required to improve visibility and ensure compliance.

**DAIP Implementation Plan Progress Report  
2025-2026**

<b>Outcome 3: People with a disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it</b>				
Ensure that the community is aware that Shire information is available in alternative formats upon request	1. Ensure that all public documents carry a notation that the document is available in alternative formats 2. Publicise the availability of other formats in the local newsletter and other media	Ongoing	CEO, DCEO, ESO, CRCC	This has not yet been implemented. A standard notation advising that documents are available in alternative formats is not currently included on public documents. This will be considered for implementation in 2026-2027, with promotion to follow once in place.
Improve staff and elected members awareness of accessible information needs and how to provide information in other formats	Train staff and elected members in providing accessible information to the community	Ongoing	CEO, DCEO	This action has not been undertaken during the reporting period. While staff are supported on an ad hoc basis to consider accessible information needs, this has not been formalised. This action has been identified as a priority for 2026-2027 and will be progressed through staff guidance and awareness activities.
Ensure that the Shire of Corrigin website meets contemporary good practice	1. Continually update and improve the Shire website to ensure it provides information regarding the availability of information in alternative formats and instructions on how 2. Ensure documents on the website are easily converted to other formats once accessed	Ongoing	CRCC	The Shire website has been audited for accessibility by an external provider. An initial report has been received, with an improvement roadmap pending. Identified improvements will be implemented once the roadmap is received. Information about alternative formats will also be incorporated as part of this process.

<b>Outcome 4: People with a disability receive the same level and quality of service from the staff of the Shire of Corrigin as other people receive</b>				
Ensure that elected members and Shire employees are aware of access requirements and can provide appropriate resources	Provide disability awareness training to both staff and elected members. Seek assistance from the Disability Division with appropriate training to meet the needs of the organisation.	Ongoing	CEO, DCEO	This has not yet been delivered during the reporting period. Enquiries have been made with training providers, and training is planned to be delivered in 2026-2027.

<b>Outcome 5: People with a disability have the same opportunities as other people to make complaints to the Shire of Corrigin</b>				
Ensure that grievance mechanisms are accessible for people with a disability and are acted upon accordingly	1. Review current grievance mechanisms and implement any improvements 2. Promote accessible complaints mechanisms to the community, such as the web-based forms and smartphone apps	Ongoing	CEO, DCEO, CSO, CRCC	Grievance mechanisms were reviewed during 2025-2026. Promotion of accessible complaint options, including web-based forms, will occur following completion of the website upgrade scheduled for July 2026 to improve access for the community.

<b>Outcome 6: People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin</b>				
Ensure that people with a disability are actively consulted about the DAIP and any other community consultation being conducted by the Shire	Consult people with a disability in a range of different consultation mediums, for example interviews, surveys, community organisation meetings	Ongoing	CEO, Councillors, CRCC	Consultation for the Council Plan 2025-2035, DAIP 2025-2030, and Bilbarin Hall site works was undertaken using a range of methods, with consideration given to inclusion and accessibility to support participation from people with disability.
Ensure that people with a disability are aware of and can access other established consultative processes	Continue to ensure all documents that require community consultation are available in alternative formats on request and published on the Shire website	Ongoing	ESO, CRCC	Documents requiring community consultation, including public notices, were published on the Shire website and made available in alternative formats on request to support accessibility.

**DAIP Implementation Plan Progress Report  
2025-2026**

<b>Outcome 7: People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin</b>				
Use inclusive recruitment practices	<ol style="list-style-type: none"> <li>1. Make sure job advertisements are available in accessible formats</li> <li>2. Include Equal Employment Opportunity statement in the job advert</li> <li>3. Make sure job interviews are held in an accessible venue</li> </ol>	Ongoing	CEO, DCEO, HR	The Shire uses inclusive recruitment practices to support equitable access to employment opportunities. Job advertisements are published electronically and can be provided in alternative formats on request. All advertisements include an Equal Employment Opportunity statement, and interviews are held at an accessible venue, with reasonable adjustments considered where required. Applicants are able to discuss any accessibility requirements as part of the recruitment process.
Improve methods of attracting, recruiting and retaining people with a disability	<ol style="list-style-type: none"> <li>1. Examine current methods of recruitment</li> <li>2. Assess current percentage of employees with a disability</li> <li>3. Ensure that the needs of all members of staff with a disability whether permanent or short term are catered for, eg. Return to work program after illness, age, or physical and mental health needs change</li> <li>4. Update Human Resource Management processes, for example induction processes to include information for carer/support person</li> </ol>	Ongoing	CEO, DCEO, MOWS, HR	The Shire continues to review its recruitment and employment practices to ensure they are inclusive and accessible. Applicants are able to request reasonable adjustments during recruitment. Employees are supported through return to work programs, flexible work arrangements and workplace adjustments where required. Induction includes information on workplace policies and support mechanisms. A voluntary diversity questionnaire is also provided to employees, noting that disclosure is optional and reported data may not reflect the actual number of employees with disability within the workforce.
Remove barriers to employ people with a disability	<ol style="list-style-type: none"> <li>1. Include disability friendly considerations in all workplaces</li> <li>2. Where feasible undertake projects to remove identified barriers to employing people with a disability</li> </ol>	Ongoing	CEO, DCEO	This hasn't been formally progressed during the year. General workplace practices consider accessibility, but no specific actions have been undertaken to identify or remove barriers to employment. This will be carried forward and progressed in 2026-2027.

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
Implementation Plan 2026 - 2027

<b>Outcome 1: People with a disability have the same opportunities as other people to access the services of and events organised by the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that people with a disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> <li>Develop and implement a simple feedback mechanism for service reviews.</li> <li>Review consultation guidelines in the Community Engagement Policy to improve accessibility.</li> <li>Collect and record feedback from people with disability during service delivery and community engagement activities.</li> </ul>	<p>Review annually</p> <p>As arises</p>	Chief Executive Officer (CEO)
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>Undertake annual reviews of the accessibility of key Shire services.</li> <li>Identify and address any barriers where practical.</li> </ul>	<p>Review annually</p> <p>As arises</p>	CEO, Manager of Works and Services (MOWS), Environmental Health Officer (EHO)
Ensure that events, whether provided or funded, are inclusive and accessible.	<ul style="list-style-type: none"> <li>Use the Accessible Events Checklist when planning all events.</li> <li>Ensure event contractors are aware of DAIP requirements and accessibility expectations.</li> </ul>	<p>Review annually and after events</p> <p>As arises</p>	Community Resource Centre (CRC) Coordinator
Ensure that agents and contractors are informed of the DAIP and their obligation to meet any relevant outcomes.	<ul style="list-style-type: none"> <li>Review current processes to ensure contractors and agents are informed of DAIP requirements.</li> <li>Include relevant DAIP obligations in contract and procurement documentation.</li> </ul>	<p>Review annually</p> <p>As arises</p>	MOWS, Administration Officer, CRC Coordinator
Further develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> <li>Review key strategic plans to identify opportunities to strengthen alignment with the DAIP.</li> <li>Ensure DAIP outcomes are considered in the development of the Youth Action Plan.</li> </ul>	<p>As review periods occur</p> <p>December 2026</p>	CEO, Deputy Chief Executive Officer (DCEO), CRC Coordinator

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
Implementation Plan 2026 - 2027

<b>Outcome 2: People with a disability have the same opportunities as other people to access buildings and other facilities of the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the Australian standards for access.	<ul style="list-style-type: none"> <li>Undertake regular reviews of Shire buildings and facilities to identify access barriers.</li> <li>Prioritise identified works and include in annual budget submissions to Council to improve accessibility (e.g. handrails to public toilets).</li> <li>Record and prioritise access improvement requests received from the community.</li> </ul>	Review annually  March 2027  As arises	EHO, MOWS, Building Officer
Ensure that all new or redevelopment works provide access to people with a disability, where practicable.	<ul style="list-style-type: none"> <li>Ensure all new and redeveloped buildings meet accessibility requirements under the Building Code.</li> <li>Ensure development approvals include confirmation that accessibility requirements have been met.</li> </ul>	As arises  As arises	EHO, MOWS, Building Officer, Contracted Building Surveyor
Ensure that ACROD parking meets the needs of people with a disability in terms of quantity and location.	<ul style="list-style-type: none"> <li>Audit existing Shire accessible parking bays and upgrade where required.</li> <li>Identify and install additional accessible bays where needed.</li> </ul>	Review annually  As arises	MOWS
Encourage local businesses, venues and community organisations the requirements for, and benefits that can flow from provision of accessible venues.	<ul style="list-style-type: none"> <li>Provide information and guidance to local businesses and community groups on accessibility requirements and good practice.</li> <li>Promote the benefits of providing accessible venues where opportunities arise.</li> </ul>	As arises  As arises	EHO, CEO and CRC Coordinator
Ensure disabled facilities and services are clearly indicated and accessible.	<ul style="list-style-type: none"> <li>Review signage to accessible facilities (including toilets and parking) and upgrade where required.</li> <li>Continue to improve pathway and ramp access to key facilities where practical.</li> <li>Complete construction of the Camm Street dual pathway.</li> </ul>	Review annually  As arises  June 2027	EHO, MOWS, Building Officer, Tourism and Customer Service Officer (TCSO)

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
Implementation Plan 2026 - 2027

<b>Outcome 3: People with a disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>Update existing public documents to include a statement advising information is available in alternative formats on request.</li> </ul>	December 2026	CEO, DCEO, Executive Support Officer and CRC Coordinator
	<ul style="list-style-type: none"> <li>Establish a standard process to ensure all new public documents include this statement.</li> </ul>	June 2027	
	<ul style="list-style-type: none"> <li>Promote the availability of alternative formats through the Shire website, newsletter and other media.</li> </ul>	June 2027	
	<ul style="list-style-type: none"> <li>Include a standard accessibility statement in email signatures or templates where appropriate.</li> </ul>	June 2027	
Improve staff and elected members of awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>Deliver disability awareness training to staff and Elected Members, including practical guidance on preparing accessible information.</li> </ul>	June 2027	CEO, DCEO, CRC Coordinator
	<ul style="list-style-type: none"> <li>Develop and provide simple guidance for staff on accessible communication practices.</li> </ul>	December 2026	

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
 Implementation Plan 2026 - 2027

<b>Outcome 3: People with a disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that the Shire of Corrigin website meets contemporary good practice.	<ul style="list-style-type: none"> <li>• Update and improve the Shire and Come Explore Corrigin websites to include information about alternative formats and how to request them.</li> <li>• Ensure documents published on the websites are accessible and can be converted to other formats where required.</li> <li>• Implement improvements identified through the Shire website accessibility audit.</li> <li>• Maintain website design in line with good practice to support accessibility and ease of use.</li> <li>• Review a sample of website content annually to identify and address accessibility issues.</li> </ul>	<p>December 2026</p> <p>As arises</p> <p>December 2026</p> <p>Review annually</p> <p>Review annually</p>	CRC Coordinator, TCSO

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
 Implementation Plan 2026 - 2027

<b>Outcome 4: People with a disability receive the same level and quality of service from the staff of the Shire of Corrigin as other people receive.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that elected members and Shire employees are aware of access requirements and can provide appropriate services.	<ul style="list-style-type: none"> <li>• Deliver disability awareness training to staff and Elected Members, including practical guidance on providing accessible services.</li> <li>• Review and update the Customer Service Charter to ensure it reflects accessibility and inclusion principles.</li> <li>• Include accessibility considerations in customer service procedures and staff guidance.</li> </ul>	<p>June 2027</p> <p>Review annually</p> <p>Review annually</p>	CEO, DCEO

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
 Implementation Plan 2026 - 2027

<b>Outcome 5: People with a disability have the same opportunities as other people to make complaints to the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that grievance mechanisms are accessible for people with a disability and are acted upon accordingly	<ul style="list-style-type: none"> <li>Review current grievance mechanisms and implement improvements where required to ensure accessibility.</li> <li>Promote accessible complaint options to the community, including online forms and other available methods.</li> <li>Ensure staff are aware of complaint options and can assist community members where required.</li> </ul>	Review annually  December 2026  Review annually	CEO, DCEO, Customer Service Officer, CRC Coordinator

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
Implementation Plan 2026 - 2027

<b>Outcome 6: People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that people with a disability are actively consulted about the DAIP and any other community consultation being conducted by the Shire.	<ul style="list-style-type: none"> <li>Consult people with disability using a range of methods, including interviews, surveys and community organisation meetings.</li> <li>Provide opportunities for people with disability to participate in consultation for the Youth Action Plan.</li> <li>Promote upcoming consultation opportunities through a range of channels to improve awareness and participation.</li> </ul>	<p>As arises</p> <p>December 2026</p> <p>As arises</p>	CEO, Councillors, CRC Coordinator
Ensure that people with a disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> <li>Ensure documents for community consultation are published on the Shire website and are available in alternative formats on request.</li> </ul>	As arises	Executive Support Officer, CRC Coordinator

Shire of Corrigin Disability Access and Inclusion Plan 2025 – 2030  
Implementation Plan 2026 - 2027

<b>Outcome 7: People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Use inclusive recruitment practices.	<ul style="list-style-type: none"> <li>• Ensure job advertisements are accessible and available in alternative formats on request.</li> <li>• Include an Equal Employment Opportunity statement in all job advertisements.</li> <li>• Conduct interviews at an accessible venue and consider reasonable adjustments where required.</li> <li>• Include a statement in job advertisements inviting applicants to request reasonable adjustments during the recruitment process.</li> </ul>	<p>As arises</p> <p>As arises</p> <p>As arises</p> <p>As arises</p>	CEO, DCEO, Finance/HR Officer
Improve methods of attracting, recruiting and retaining people with a disability.	<ul style="list-style-type: none"> <li>• Review current recruitment practices to ensure they are inclusive and accessible.</li> <li>• Provide an opportunity for employees to voluntarily disclose disability information to support workplace adjustments.</li> <li>• Support employees through return to work programs, flexible work arrangements and workplace adjustments where required.</li> <li>• Update HR processes, including induction, to include information on available support mechanisms.</li> <li>• Identify and document barriers to employing and retaining people with disability.</li> <li>• Review workplace accessibility and identify practical improvements where required.</li> </ul>	<p>Review annually</p> <p>As arises</p> <p>As arises</p> <p>June 2027</p> <p>June 2027</p> <p>Review annually</p>	CEO, DCEO, MOWS Finance/HR Officer
Remove barriers to employ people with a disability.	<ul style="list-style-type: none"> <li>• Include accessibility considerations in workplace practices and environments.</li> <li>• Where feasible, undertake improvements to address identified barriers to employment.</li> </ul>	<p>Review annually</p> <p>As arises</p>	CEO, DCEO