



Agenda Attachments

June 2022

- ATTACHMENT 7.1.1 MINUTES – ORDINARY COUNCIL MEETING – 17 MAY 2022**
- ATTACHMENT 7.2.1 - MINUTES – AUDIT AND RISK MANAGEMENT COMMITTEE – 14 JUNE 2022**
- ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – MAY 2022**
- ATTACHMENT 8.1.2 - ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2022**
- ATTACHMENT 8.1.3 - MONTHLY FINANCIAL REPORT – PERIOD ENDING 31 MAY 2022**
- ATTACHMENT 8.2.1 - DELEGATION REGISTER WITH MARKUPS**
- ATTACHMENT 8.2.2 - VARIATION REQUEST FOR 1922 & YOU**
- ATTACHMENT 8.2.3.1 - INTERIM MANAGEMENT LETTER - YEAR ENDING 30 JUNE 2022**
- ATTACHMENT 8.2.3.2 - INTERIM MANAGEMENT LETTER ATTACHMENT - YEAR ENDING 30 JUNE 2022**
- ATTACHMENT 8.2.4.1 - SHIRE OF CORRIGIN DRAFT FMR & REG 17 REPORT**
- ATTACHMENT 8.2.4.2 - RISK DASHBOARD REPORT FOR AUDIT COMMITTEE 1.6.22**



MINUTES

ORDINARY COUNCIL MEETING
17 May 2022

UNCONFIRMED

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.01pm and acknowledged the Njaki Njaki Nyoongar people as the traditional owners of the lands and waters where Corrigin is situated, and paid respect to Elders past and present.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Cr. D L Hickey
Cr. S L Jacobs
Cr. S C Coppen
Cr. M B Dickinson
Cr. C E Steele
Cr. B Fare

Chief Executive Officer
Deputy CEO

N A Manton
K A Coley

APOLOGIES

Deputy Shire President

Cr. M A Weguelin

3. PUBLIC QUESTION TIME

NIL

4. MEMORIALS

The Shire has been advised that Mary Parsons and Ross Pridham have passed away since the last meeting.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6. DECLARATIONS OF INTEREST

Cr Steele declared a Financial Interest in Item 8.2.4 Development Application – Proposed Oversize Outbuilding. Cr Steele has an Indirect Financial Interest as Kurk and Sandra Brandstater are customers of AC Electrics WA.

Cr Hickey declared Financial and Impartiality Interest in Item 8.2.5 - Development Application - Proposed Upgrades and Additions To Cooperative Bulk Handling Limited's Existing Grain Handling And Storage Facility In Corrigin as he is a Shareholder in the company.

Cr Jacobs declared a Financial Interest in Item 8.2.5 - Development Application - Proposed Upgrades and Additions To Cooperative Bulk Handling Limited's Existing Grain Handling And Storage Facility In Corrigin as she is a shareholder in the company and delivers grain to CBH.

Natalie Manton declared a Financial Interest in Item 8.2.5 - Development Application - Proposed Upgrades and Additions To Cooperative Bulk Handling Limited's Existing Grain Handling And Storage Facility In Corrigin as she is a shareholder in the company, delivers grain and pays storage fees.

7. CONFIRMATION OF MINUTES

7.1. PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1. ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 April 2022 (Attachment 7.1.1).

COUNCIL RESOLUTION

(47/2022) Moved: Cr Dickinson Seconded: Cr Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 April 2022 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 10/0

7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1. EDNA STEVENSON TRUST COMMITTEE MEETING

Minutes of the Edna Stevenson Trust Committee Meeting held on Monday 9 May 2022 (Attachment 7.2.1).

COUNCIL RESOLUTION

(48/2022) Moved: Cr Fare Seconded: Cr Jacobs

That the Minutes of the Edna Stevenson Trust Committee Meeting held on Monday 9 May 2022 (Attachment 7.2.1) be confirmed as a true and correct record.

Carried 6/0

7.2.2. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Local Emergency Management Committee Meeting on Monday 9 May 2022 are not available as there was no meeting.

UNCONFIRMED

8. MATTERS REQUIRING A COUNCIL DECISION

8.1. CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1. ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/04/2022
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – March 2022

SUMMARY

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

BACKGROUND

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

COMMENT

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

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$194.54.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	17297 - 17310, 17312 - 17478	\$1,389,806.51	
	Cheque	020726 - 020736	\$51,130.49	
	Direct Debit	April 2022	\$34,569.21	
	Payroll	April 2022	\$119,308.50	\$1,594,814.71
Trust	EFT	17296	\$30,000.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$30,000.00
Licensing Trust	EFT	17311	\$967.65	
	Direct Debit	April 2022	\$59,156.30	\$60,123.95
Elma Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Total Payments for the Month of April 2022				\$1,684,938.66

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.1 – Accounts for Payment – February 2022, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in Report
Municipal, Trust, ES Trust and Licensing	EFT	EFT17295	EFT17296
Municipal	Cheque	020725	020726
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021 / 2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
 Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(49/2022) Moved: Cr Dickinson Seconded: Cr Jacobs

That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,684,938.66 have been made during the month of April 2022.

Carried 6/0

8.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10/05/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards March

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 1 March 2022 to 28 March 2022

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(50/2022) Moved: Cr Steele

Seconded: Cr Dickinson

That Council:

1. *in accordance with Attachment 8.1.2 endorse credit card payments for the period 1 March 2022 to 28 March 2022 for \$5,881.46.*

Carried 6/0

UNCONFIRMED

8.1.3. MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	10/05/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Statements for the period ending 30 April 2022

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 April 2022.

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 reports.

COMMENT

April closed with \$2,997,820 still in short term investment. The reserves term deposit was rolled over at the end of March until 26 June where the remaining transfers will be completed. A separate term deposit was opened to house the advanced payment of the FAGS grant, this also matures in June to allow for any other unspent grants at year end to be consolidated into the account and rolled over for a short period of time.

The Federal Assistance Grant Scheme funding (FAGS) advanced payment received was for \$1,667,171 in total (\$1,042,465 General Purpose Funding and \$624,707 Road Funding).

The outstanding rates balance is \$168,032. Rates collection to date is at 94.2% compared to 93% in April 2021. The property on Gwyder Street that forms part of this outstanding balance is set for auction on 26 May 2022. Further information on the overdue balance will be reported at the meeting.

Further information on the April financial position is in the variance report included in the monthly financial reports.

STATUTORY ENVIRONMENT

s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*
r. 34 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(51/2022) Moved: Cr Coppen Seconded: Cr Jacobs

That Council accept the Statement of Financial Activity for the month ending 30 April 2022 as presented, along with notes of any material variances.

Carried 6/0

N Manton left the room at 3.09pm.

N Manton and H Talbot entered the room at 3.16pm.

UNCONFIRMED

8.1.4. CORRIGIN BIKE PLAN 2022-2032

Applicant:	Shire of Corrigin
Date:	09/05/2022
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Number:	GS.0066
Attachment Ref:	Attachment 8.1.4 - Draft Bike Plan 2022-2032

SUMMARY

The purpose of this agenda item is to endorse the attached Corrigin Bike Plan 2022-2032.

BACKGROUND

Council received a grant of \$12,500 towards half of the cost to review and prepare a new Bike Plan for the Shire of Corrigin from the Department of Transport WA Bicycle Network (WABN) funding program. In February the Shire appointed Stantec as the preferred consultant to develop the new plan.

Council had an existing plan that was completed in 2009, a bike plan to assist the Shire to prioritise bicycle and shared path projects throughout the Shire as well as activities that promote cycling within the Shire.

COMMENT

The process has involved an inception meeting with the Stantec consultants and representatives from the WABN grants program. A community survey with 70 responses received, saddle survey by representatives of Stantec, a Councillor briefing session held in April and community workshop held in early May.

Staff from the Community Resource Centre, the CEO and Councillor Jacobs were in attendance as well as some senior members of the community, the School Principal and a mother of young children.

Attached to the agenda is copy of the Bike Plan that has been reviewed by the Governance Projects Officer and Chief Executive Officer. Stantec has created a plan that aligns with the Department of Transport's 2016-2031 WA Bicycle Network Plan and its revisions. The plan will assist the Shire in obtaining further funds through the WABN funding program.

The plan highlights gaps in the Shire's existing shared path network as well as other opportunities to enhance the users' experience of the network. The outcomes are achievable with support from the Department of Transport and through Council's own resources.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Ongoing management of Council funds towards shared pathway projects.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(52/2022) Moved: Cr Coppen Seconded: Cr Jacobs

That Council endorse the Draft Corrigin Bike Plan 2022-2032 as presented by Stantec subject to minor amendments.

Carried 6/0

H Talbot left the room at 3.20pm and did not return.

UNCONFIRMED

8.2. GOVERNANCE AND COMPLIANCE

8.2.1. ELECTION OF DEPUTY PRESIDENT

Applicant:	Shire of Corrigin
Date:	10/05/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0017
Attachment Ref:	NIL

SUMMARY

Council is to elect a member to the role of Deputy President of the Shire of Corrigin following the resignation of Cr Weguelin from the position.

BACKGROUND

Due to a change in his employment Cr Weguelin is no longer able to fulfil the role of Deputy President and has resigned from the position.

The *Local Government Act 1995* clause 7 of Division 2 of Schedule 2.3 requires Council to appoint a Deputy President at its first meeting following an election day or following a resignation. The President will call for Councillors to nominate as candidates at the meeting. All Councillors, except for the President, are eligible to nominate.

The roles and responsibilities of the Deputy President are outlined in the *Local Government Act 1995*:

2.9 Role of the deputy mayor or deputy president

The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.

Section 5.34 states:

5.34. When deputy mayors and deputy presidents can act

If —

- (a) the office of mayor or president is vacant; or
 - (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,
- then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president as the case requires.

The Deputy President is also entitled to one quarter of the Shire Presidents allowance in addition to Council sitting fees.

The ballot for the position of Deputy President will be conducted according to the provisions of *clause 6-9 of Schedule 2.3 of the Local Government Act 1995* as outlined below:

8. How deputy mayor or deputy president is elected

- (1) The council is to elect a councillor (other than the mayor or president) to fill the office.
- (2) The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.
- (3) Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- (3a) Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.

- (4) If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.
- (5) The council members are to vote on the matter by secret ballot as if they were electors voting at an election.
- (6) Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.
- (7) As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.

The ballot for Deputy President will be undertaken using the preferential voting system.

The winner will be declared elected to the position of Deputy President for a term expiring at the election in October 2023 and will be required to read and sign a form titled Declaration for the Office of Deputy President (Electoral Form 7) in accordance with Regulation 13(1)(c) of the *Local Government (Constitution) Regulations 1998*.

COMMENT

The term of office of the Deputy President begins when they are elected and ends when they resign or are next elected at or after the next ordinary election annually every two years.

STATUTORY ENVIRONMENT

Oaths, Affidavits and Statutory Declarations Act 2005

Local Government Act 1995:

Local Government (Elections) Regulations 1997

Local Government (Constitution) Regulations 1998 reg 13(1) and Form 7

DECLARATION OF RESULT

One nomination was received from Cr Coppen who was duly elected to the role of Deputy President for a term expiring in October 2023.

8.2.2. APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Date:	10/05/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref: signed	Attachment 8.2.3.1 - Roe Regional Health Scheme MOU 2018 Final Attachment 8.2.3.2 - RoeROC MOU signed 2018

SUMMARY

Council is requested to appoint a delegate to the Roe Regional Organisation of Councils and WALGA Central Country Zone.

BACKGROUND

Following the Local Government elections in October 2021 Council appointed members to the following external organisations and committees:

- *WALGA Central Country Zone*
- *Roe Regional Organisation of Councils including Roe Health (2 positions)*
- *Wheatbelt South Regional Road Group (2 positions)*
- *Roe Tourism Association (1 position)*
- *Edna Stevenson Trust (1 position)*
- *Wheatbelt South Aged Housing Alliance (1 position)*
- *Central Agcare Financial and Family Counselling (1 Position)*
- *Corrigin Senior Citizen's Committee*

Due to a change in his employment situation Cr Weguelin is no longer able to attend meetings and fulfil the role of delegate to the Roe ROC and WALGA Central Country Zone.

COMMENT

Council will need to elect a delegate to replace Cr Weguelin to ensure that the Shire of Corrigin is well represented in the region as there are no proxy delegates.

Cr Weguelin has represented the Shire of Corrigin as a delegate at Roe ROC and WALGA Central Country Zone meetings for many years and has made a valuable contribution.

The CEO and staff are able to represent the Shire of Corrigin on external committees and councillors may still attend external committee meetings on request.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with providing representatives to external organisations and committees.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(53/2022) Moved: Cr Dickinson Seconded: Cr Coppen

That Council appoint a delegate to fill the vacancy on the following external organisations and committees.

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
WALGA Central Country Zone	Cr Hickey Vacancy to be filled	Quarterly	½ to full day (depending on location of meeting)
Roe Regional Organisation of Councils including Roe Health	Cr Hickey Cr Jacobs Proxy Cr Dickinson	Quarterly	2-4 hours (depending on location of meeting)

Carried 6/0

UNCONFIRMED

8.2.3. MINING EXPLORATION LICENCE 70/5095

Applicant:	Shire of Corrigin
Date:	10/05/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ED.0002/ RV.0003
Attachment Ref:	NIL

SUMMARY

Council is requested to consider any objections or comments regarding an application for an exploration licence over various lots in the Shire of Corrigin.

BACKGROUND

The Department of Planning, Lands and Heritage, Land Use Management (LUM) has received a request from the Department of Mines, Industry Regulations and Safety (DMIRS) for consent to mine various portions of Crown land within the Shire of Corrigin.

The Shire of Corrigin has received notice of an exploration licence application for land in the Kurrenkutten and Bending localities. Sections 23 to 26 of the *Mining Act 1978* stipulates that mining may be carried out on certain classes of land with the written consent of the Minister for Mines and Petroleum. The *Mining Act 1978* and its associated regulations set out the process for a variety of licences and lease types including requirements for mineral exploration.

Applications for licences after 2006 are for a five year term, plus a possible extension of five years and further periods of two years thereafter, with 40 percent of ground to be surrendered at the end of year six.

The holder of an exploration licence may, in accordance with the licence conditions, extract or disturb up to 1,000 tonnes of material from the ground which includes overburden. The Minister may approve extraction of larger tonnage.

COMMENT

There are no apparent reasons as to why Council would wish to object to the application.

STATUTORY ENVIRONMENT

Mining Act 1978

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Potential mining rates income.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future
		3.5.3	Work in collaboration with groups and organisations to deliver projects and programs that promote and protect the district's natural resources as well as agricultural industry

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(54/2022) Moved: Cr Dickinson Seconded: Cr Coppin

That Council advise the Department of Planning, Land and Heritage that it has no objection to the Application for Exploration Licence – No. 70/5093 by Ganhad Resources Pty Ltd.

Carried 6/0

UNCONFIRMED

Cr Steele declared a Financial Interest in Item 8.2.4 and left the room at 3.44pm.

8.2.4.DEVELOPMENT APPLICATION – PROPOSED OVERSIZE OUTBUILDING

Applicant:	Kurk and Sandra Brandstater
Landowner:	As above
Location:	Lot 12 (No.19) Seimons Avenue, Corrigin
Date:	11/05/2022
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Ref:	PA04-2022
Attachment Ref:	Attachment 8.2.4 Proposed Oversize Outbuilding

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Kurk and Sandra Brandstater (Landowners) to construct a new oversize outbuilding (i.e. shed) on Lot 12 (No.19) Seimons Avenue, Corrigin for domestic storage purposes.

BACKGROUND

The applicants have submitted a development application requesting Council's approval to construct a new 72m² steel framed and Colorbond clad outbuilding (i.e. shed) on Lot 12 (No.19) Seimons Avenue, Corrigin for domestic storage purposes.

The proposed outbuilding will have a wall height of 4.2 metres, a roof ridge height of 4.905 metres and be sited at the rear of the property with a setback of 2 metres to the rear boundary, 4 metres to the western side boundary and approximately 8.2 metres to the eastern side boundary. Custom-made rainwater tanks to match the external appearance of the proposed outbuilding will be installed immediately adjacent to the structure for stormwater drainage management purposes. Some minor earthworks will also be undertaken to accommodate the proposed development, including a new low-level retaining wall required to account for all final finished ground levels.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 8.2.4.

Lot 12 is located centrally in the eastern portion of the Corrigin townsite in a well-established, low density residential precinct, comprises a total area of approximately 1,012m² and has direct frontage and access to Seimons Avenue along its front boundary to the south which is a sealed and drained local road under the care, control and management of the Shire of Corrigin.

The land is rectangular in shape, gently sloping from north to south and has historically been developed and used for low density residential purposes (i.e. a single detached dwelling, carport, garden shed and associated vehicle access, parking and landscaping).

It is significant to note the property has not been designated as being bushfire prone, flood prone or subject to inundation during extreme storm events and contains no buildings or places of European or Aboriginal cultural heritage significance.

Existing adjoining and other nearby land uses are predominantly residential in nature comprising single houses and associated improvements on similar sized lots. A public recreation reserve (i.e. Crown Reserve 31328) comprising a large rocky outcrop and adventure playground is located immediately south on the opposite side of Seimons Avenue.



Location and Lot Configuration Plan (Source: Landgate 2022)

COMMENT

Lot 12 is classified Residential zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density code of R20.

Under the terms of LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* the development and use of an outbuilding in association with a single house is listed as being a permitted (i.e. 'P') use on any land classified 'Residential' zone provided it satisfies the deemed-to-comply requirements of the Residential Design Codes of Western Australia (i.e. the 'R-Codes') and clause 31(14) of LPS2.

An assessment of the proposal for Lot 12 has confirmed it satisfies the majority of the deemed-to-comply requirements of the R-Codes and clause 31(14) of LPS2 except for the following:

- i) Maximum permitted floor area for non-masonry constructed outbuildings (55m² required by clause 31(14) of LPS2 / 72m² proposed);
- ii) Maximum permitted wall height for outbuildings (i.e. 3 metres required by clause 31(14) of LPS2 / 4.2 metres proposed); and
- iii) Maximum permitted roof ridge height for gable roof outbuildings (i.e. 4 metres required by clause 31(14) of LPS2 / 4.905 metres proposed).

In considering whether or not to approve these proposed variations to the deemed-to-comply requirements of LPS2 Council must decide whether such variations are likely to have a detrimental impact upon the amenity, character, functionality and safety of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded, following a detailed assessment of the application, that the proposed variations to the deemed-to-comply requirements of LPS2 as they apply to maximum permitted floor area, wall heights and roof ridge heights for residential outbuildings are unlikely to have any adverse impacts and may therefore be supported and approved by Council for the following reasons:

- i) The proposed outbuilding is not considered to be excessively large in its local context and will be finished using visual appealing materials and colours;
- ii) The outbuilding will be located at the rear of the land with significant setbacks from all existing development on all immediately adjoining and other nearby properties. As such, it is expected to have minimal impact on the visual amenity of the local streetscape or any neighbouring properties and will not give rise to any overshadowing or access to natural sunlight for any dwellings on immediately adjoining or other nearby properties;
- iii) Council has previously approved oversize outbuildings located in similar locations on other Residential zoned properties in the immediate locality; and
- iv) All immediately adjoining landowners have reviewed the plans and confirmed in writing they have no issues, concerns or objections to the proposal.

In light of the above findings and conclusions it is recommended Council exercise its discretion and approve the application subject to a number of standard conditions to ensure the development proceeds in a proper and orderly manner.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

State Planning Policy 7.3 – *Residential Design Codes (Volume 1) 2021*

PUBLIC CONSULTATION

Not required or deemed necessary given the written advice received from all immediately adjoining landowners confirming they have no issues, concerns or objections to the proposed development.

FINANCIAL IMPLICATIONS

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been offset in part by the development application fee paid by the applicants. All costs associated with the proposed development will be met by the applicants / landowners.

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

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is broadly consistent with and will not compromise any key elements or objectives of the *Shire of Corrigin Strategic Community Plan 2021-2031* and *Corporate Business Plan 2021-2025*.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(55/2022) Moved: Cr Jacobs Seconded: Cr Dickinson

That Council resolve to approve the development application submitted by Kurk & Sandra Brandstater (Landowners) to construct a new 72m² steel framed and Colorbond clad oversize outbuilding (i.e. shed) on Lot 12 (No.19) Seimons Avenue, Corrigin for domestic storage purposes subject to the following conditions and advice notes:

Conditions

- 1. The proposed outbuilding (i.e. shed) shall be constructed strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
- 3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.*
- 4. All external surfaces of the proposed outbuilding shall be clad with new materials only.*
- 5. All stormwater drainage from the proposed outbuilding shall be retained and managed on-site.*
- 6. The proposed outbuilding shall only be used for domestic storage, vehicle parking, maintenance and hobby purposes unless otherwise approved by Council.*

Advice Notes

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

Carried 5/0

Cr Jacobs and N Manton declared a Financial Interest in Item 8.2.5.
Cr Hickey declared a Financial and Impartiality Interest in Item 8.2.5.
Cr Hickey and Cr Jacobs left the room at 3.47pm.

Cr Copen assumed the Chair

8.2.5.DEVELOPMENT APPLICATION - PROPOSED UPGRADES AND ADDITIONS TO COOPERATIVE BULK HANDLING LIMITED'S EXISTING GRAIN HANDLING AND STORAGE FACILITY IN CORRIGIN

Applicant:	Cooperative Bulk Handling Limited
Landowner:	As above
Location:	Lot 20 on DP41206 and Lot 21 (No.70) Corrigin South Road, Corrigin
Date:	11/05/2022
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Regional Planning)
Disclosure of Interest:	NIL
File Ref:	PA06-2021
Attachment Ref:	Attachments 8.2.5 (1 to 6)

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Cooperative Bulk Handling Limited (Landowner) for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 20 on Deposited Plan 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin.

BACKGROUND

Cooperative Bulk Handling Limited (CBH) have submitted a development application seeking Council's approval for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 20 on Deposited Plan 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin including:

- i) Construction of a new compacted, concrete stabilised and sealed hardstand area in the northern portion of Lot 21, including all associated vegetation clearing works and bulk earthworks;
- ii) Installation of two (2) new 8 metre high, 350 metre long and 35 metre wide steel framed grain storage bulkheads on the new hardstand area referred to above, each comprising a total storage capacity of 45,350 tonnes (i.e. an additional 91,700 tonnes of on-site grain storage capacity is proposed to accommodate future anticipated demand);
- iii) Installation of a new auger pit, shade structure, air compressor sea container, conveyor loading system and electricity supply transformer and switchboard immediately adjacent to the new grain storage bulkheads referred to above;
- iv) Construction of new sealed internal access roads immediately adjacent to the new grain storage bulkheads to provide a direct connection to the existing grain storage infrastructure and access roads on Lot 20;
- v) Various upgrades to existing internal access roads on Lot 20 to improve the efficiency of all heavy vehicle movements, including a new truck marshalling area to accommodate up to 18 x RAV 7 rated vehicles;
- vi) Installation of new stormwater drainage culverts, road markings and furniture associated with all proposed new and upgraded internal roads;
- vii) Relocation of an existing 36 metre long weighbridge and installation of a new 39 metre long weighbridge immediately adjacent and parallel to each other on the boundary between Lots 20 and 21, including a new steel framed and Colorbond clad weighbridge hut;
- viii) Installation of a new sample platform and hut, staff office and crib room, ablutions building with water tanks, water supply pipes and on-site effluent disposal system, and construction of

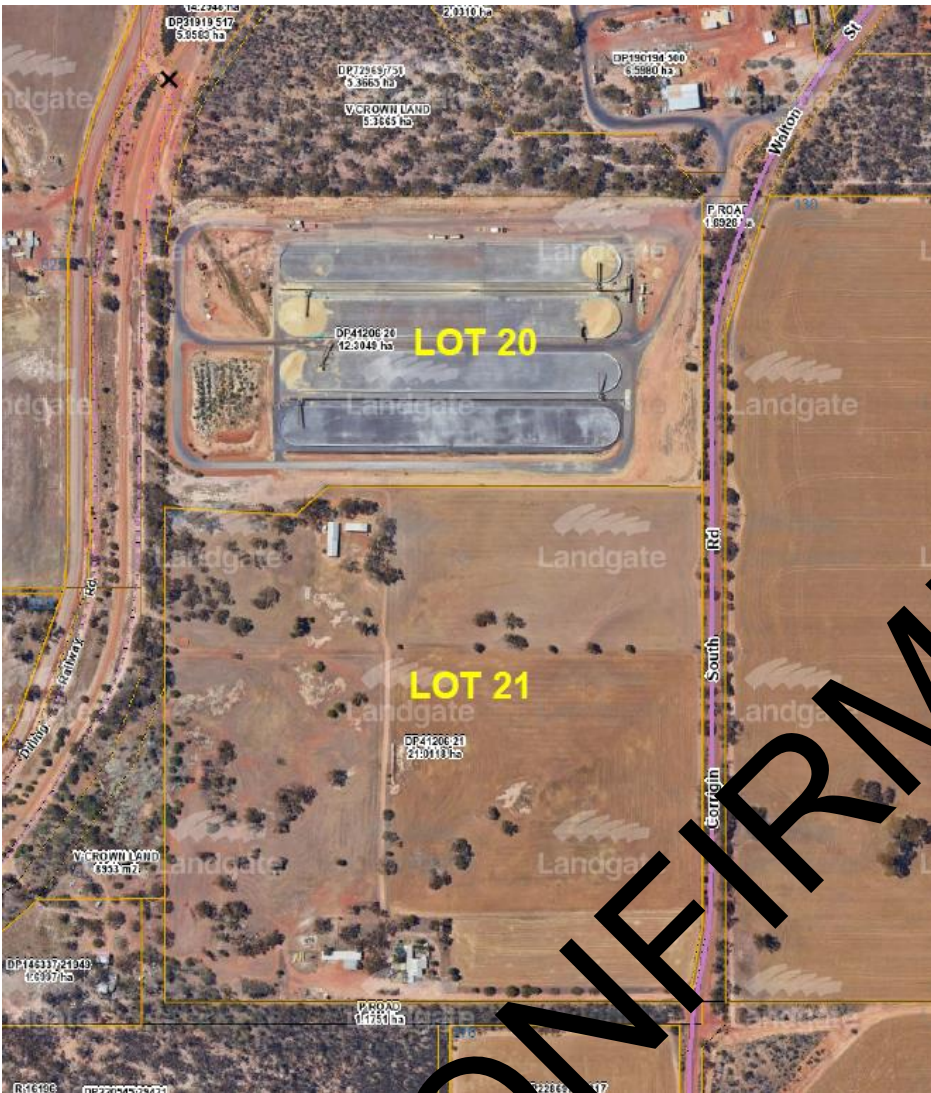
- a new sealed parking area for nine (9) light vehicles in the western extremities of Lot 20;
- ix) Undergrounding of an existing high voltage overhead power lines traversing the common boundary between Lots 20 and 21 to provide for the safe and convenient movement of heavy vehicles;
 - x) Construction of a new sealed site egress / exit for heavy vehicles along the subject land's Corrigin South Road frontage including a new asphalt seal on the road carriageway covering the full extent of the proposed new intersection;
 - xi) Replacement of an existing piped culvert under Corrigin South Road south of the new site exit referred to above;
 - xii) Regrading of the open drains along Corrigin South Road from the new site exit south to the proposed new piped culvert and north to the existing site entry;
 - xiii) Cleaning and removal of scrub from an existing roadside drain on the eastern side of Corrigin South Road opposite the existing site entry to help improve vehicle sight lines from the proposed new site exit;
 - xiv) Construction of all required stormwater drainage infrastructure in accordance with a comprehensive stormwater drainage management plan submitted in support of the application, including three (3) new stormwater drainage basins, one of which will be located south-east of the new grain storage bulkheads and connected to the piped culvert under Corrigin South Road referred to previously above;
 - xv) Installation of new landscaping in the south eastern portion of Lot 21 to compensate for the removal of some existing native vegetation required to accommodate the proposed development; and
 - xvi) Implementation of the recommendations contained in the Bushfire Management Plan submitted in support of the application to help guard against any future potential bushfire risk.

A full copy of the development application, including various supporting information and plans, is provided in Attachments 1 to 6 to assist Council's consideration and determination of the proposal.

Council should note a significant proportion of the works proposed on Lot 21 and the southern portion of Lot 20 as part of this application have already been completed pursuant to temporary approvals granted by Council in July and December 2021 for the construction and use of emergency grain storage infrastructure on the land to accommodate the high volumes of grain produced by local growers last season. This latest application for the subject land is seeking to formalise works already completed and allow for further permanent improvements to increase grain storage capacity and improve the operational efficiency of the facility in its entirety for the benefit of local grain producers.

Lots 20 and 21 are located immediately adjacent to the southern boundary of the Corrigin townsite, including CBH's existing long established grain handling and storage facility immediately north. The subject land comprises a total combined area of approximately 33.32 hectares, is gently sloping throughout, and has been extensively cleared throughout with the exception of some existing remnant native vegetation in the south-western portion of Lot 20 and the western half of Lot 21, including some large, mature isolated trees in the eastern half of Lot 21.

Lot 20 has been extensively developed and is currently used by CBH for grain handling and storage purposes. Key improvements include a large sealed and drained hardstand area containing four (4) existing open storage bulkheads, grain sample platform, 36 metre long weighbridge, sealed vehicle accessways and marshalling areas, grain conveyor and stormwater drainage infrastructure.



Location and Lot Configuration Plan (Source: Landgate 2022)

The north-eastern portion of Lot 21 has also been extensively developed and is currently used for grain handling and storage purposes pursuant to two (2) temporary approvals granted by Council in 2021 as mentioned previously above. The balance portion of Lot 21 contains open paddocks historically used for broadacre agricultural purposes, including farm sheds. A single house and a number of associated domestic outbuildings which are occupied and used by a CBH employee are also located along the land's southern boundary which are accessed via an existing driveway to Corrigin South Road immediately east.

Both lots have direct frontage to Corrigin South Road along their eastern boundary which is a sealed and drained local road under the care, control and management of the Shire of Corrigin. It is significant to note Corrigin South Road forms part of Main Roads WA designated Restricted Access Vehicles (RAV) road network which allows for the passage of prime mover and trailer combinations up to a maximum length of 36.5 metres and gross vehicle mass of 87.5 tonnes.

A recent geotechnical investigation has confirmed the typical soil profile across the site comprises clayey soils which are likely to have extremely low permeability and must therefore be considered carefully when planning for all future effluent disposal and stormwater drainage infrastructure, including ongoing maintenance and management.

It is significant to note both lots have not been designated as being flood prone or subject to inundation during extreme storm events and contain no buildings or places of European or

Aboriginal cultural heritage significance. Approximately half of the land's total area has however been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone due to the existing vegetation on the land and immediately adjoining properties immediately north, west and south.

Existing adjoining and other nearby land uses are predominantly rural in nature on lots ranging in size from 133 to 168 hectares which have been extensively cleared and developed for broadacre agricultural purposes (i.e. cropping and grazing). Other uses of note include:

- i) CBH's existing grain handling and storage facility immediately north and the Corrigin townsite's wastewater treatment plant beyond;
- ii) a railway corridor to the west with Dilling Railway Road, the Corrigin Meatworks and a range of light industrial / service type industries beyond; and
- iii) Crown Reserve 16196 to the south-west which is a conservation reserve under the care, control and management of the Conservation Commission of WA.

COMMENT

Lots 20 and 21 are classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) and are located in the southern extremities of 'Special Control Area: Wastewater Treatment Plant Buffer'.

Council's stated objectives for the development and/or use of any land classified 'Rural' zone that are of relevance to the proposal are as follows:

- i) *To ensure that a right of vehicular access unfettered as to time, place and circumstance exists to any land which is the subject of any application for development approval;*
- ii) *To ensure the preservation of the rural character and rural appearance of land within the zone;*
- iii) *To preserve and protect the natural undeveloped land areas throughout the zone and to provide for the planting of trees and other suitable vegetation via the imposition of conditions on any development approval issued, in order to assist in balancing the greenhouse effect, provide shade, prevent erosion, reduce salinity and provide habitats for native fauna; and*
- iv) *To ensure that natural drainage patterns/catchments throughout the Scheme Area are paid regard to via the appropriate location of man-made drainage / contour bank networks which will require the development approval of the local government prior to construction.*

The use class 'warehouse storage', which the Department of Planning, Lands and Heritage has agreed is the closest and most accurate classification that should be applied to the proposed development, is not expressly listed in the Zoning Table of LPS2 and must therefore be considered and determined in accordance with clause 18(4) of the Scheme. As such, Council must firstly determine whether the proposed use of Lots 20 and 21 for this purpose is:

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

Having regard for:

- i) the current unfettered rights of vehicular access to/from the subject land and future proposed access arrangements;

- ii) the general rural character and appearance of the proposed development which is consistent with other similar approved developments on rural land in the Shire and across the Wheatbelt Region more broadly;
- iii) the need for CBH to ensure compliance with other State and Commonwealth legislation as it applies to the proposed clearing of up to 1.6 hectares of native vegetation to accommodate the proposed development, including any environmental offsets that may be required pursuant to any clearing permit approval/s that may ultimately be granted by the relevant authorities;
- iv) CBH's stated intention to install new landscaping in the south-eastern portion of Lot 21 to compensate for the removal of some existing native vegetation required to accommodate the proposed development which will also enhance the land's rural character and appearance; and
- v) the comprehensive stormwater drainage management plan submitted in support of the application in which due regard was given to the natural drainage patterns/catchments in the immediate locality to ensure all stormwater generated by the proposed development is suitably managed and controlled,

it is contended the proposal is consistent with the objectives of the land's current 'Rural' zoning classification and is therefore a use that may be permitted within the zone subject to any conditions Council considers appropriate.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as well as advice received from Main Roads WA, the Department of Water and Environmental Regulation and the Department of Biodiversity, Conservation and Attractions. This assessment has confirmed the proposal is compliant, or capable of compliance, with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified 'Rural' zone;
- Land capability and suitability;
- Land use compatibility including buffer separation distances to sensitive land uses;
- Lot boundary setback;
- Amenity of the locality including potential environmental, visual and social impacts;
- Protection of the natural environment, water resources and cultural heritage significance;
- On-site vehicle access and parking;
- Key essential services including electricity, water supply and on-site effluent disposal; and
- Flood, storm water drainage and bushfire risk management.

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

1. Environmental Impact

Clause 67(2)(o) of the Deemed Provisions requires decision-makers to have due regard for the likely effect of a development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.

Consideration must also be given to the objectives and policy measures of State Planning Policy 2 entitled 'Environment and Natural Resources Policy' as it applies specifically to the protection, conservation and enhancement of the natural environment and other natural resources.

A comprehensive Flora and Fauna Survey Report and follow up Technical Memorandum prepared by a suitably qualified environmental consultant were submitted in support of the application and confirmed as follows:

- i) A desktop assessment reviewed relevant government databases within 5 kilometres of the survey area to evaluate the potential for presence of conservation significant flora and fauna species and ecological communities listed under the Environment Protection and Biodiversity Conservation Act 1999, the Biodiversity Conservation Act 2016 and by the Department of Biodiversity, Conservation and Attractions
- ii) A reconnaissance flora and vegetation survey was undertaken in October 2020 in accordance with the Environmental Protection Authority Technical Guidance: Flora and Vegetation Surveys for Environmental Impact Assessment (2016);
- iii) A total of 67 flora species, representing 31 families and 60 genera, were recorded;
- iv) No Threatened or Priority flora species listed under the Environment Protection and Biodiversity Conservation Act 1999, Biodiversity Conservation Act 2016, or listed by the Department of Biodiversity, Conservation and Attractions were recorded within the survey area. Following the field survey it was assessed that all conservation significant flora species identified in the desktop assessment are unlikely to occur in the survey area;
- v) 0.76 hectares of vegetation delineated within the survey area is characterised as representing the Eucalyptus Woodlands of the Western Australian Wheatbelt threatened ecological community;
- vi) A basic fauna survey and targeted black cockatoo habitat assessment was undertaken within the survey area in accordance with the EPA Technical Guidance: Terrestrial Fauna Surveys (2016) and the Environment Protection and Biodiversity Conservation Act 1999 Referral Guidelines for Three Threatened Black Cockatoo Species. A total of 23 vertebrate fauna species were recorded within the survey area, comprising 19 birds, three mammals and one reptile;
- vii) One Threatened fauna species listed under the Environment Protection and Biodiversity Conservation Act 1999 and the Biodiversity Conservation Act 2016, Carnaby's Cockatoo (*Calyptorhynchus latirostris*), was recorded in the survey area from indirect evidence;
- viii) No Priority fauna species listed by the Department of Biodiversity, Conservation and Attractions were recorded within the survey area. One conservation significant species, Red-tailed Phascogale (*Phascogale calura*) was assessed, following the field survey, as having the potential to occur in the survey area;
- ix) Two fauna habitats (i.e. *Eucalyptus salmonophloia*, *E. wandoo* and *E. loxophleba* woodland and *Acacia acuminata* tall shrubland) were recorded within the survey area, covering a total of approximately 14.0% (3.4 ha) of the survey area;
- x) The black cockatoo breeding habitat assessment identified 20 potentially suitable breeding trees within the survey area, none of which contained suitable hollows. Black cockatoo foraging habitat within the survey area was classed as 'Poor' quality (3.3 ha; 13.4%), or 'Nil' quality (20.8 ha; 86.6%) where no suitable habitat was found. Only old evidence of black cockatoo foraging was observed within the survey area (shearing of branches);
- xi) One potential breeding tree recorded during the 2020 survey (outside the 'Survey Area') had a hollow potentially suitable for nesting (i.e. with a diameter opening of >100 mm); however, this tree is located outside the Disturbance Footprint and will be retained. The survey report states that the hollow is less than 3 metres from the ground, however this hollow has still been classed as potentially suitable for nesting. CBH has committed to providing a Construction Environmental Management Plan (CEMP), which will include management measures to reduce indirect impacts to Carnaby's Cockatoo habitat in areas surrounding the Disturbance Footprint, including the location of this potential breeding tree and hollow. CBH has also committed to providing offsets, mainly applicable to the Wheatbelt Woodlands TEC, which is expected to also provide offsets for Carnaby's Cockatoo given the former can provide breeding, roosting and foraging habitat for the latter. All of the above will be

implemented under the Commonwealth EPBC Act;

- xii) *CBH has committed to providing a CEMP, as discussed in the EPBC Act Referral submission, and expect a CEMP will be required as a condition of approval under the Commonwealth EPBC Act. The CEMP will include a management measure for a licensed fauna handler to inspect hollows prior to clearing to ensure no Red-tailed Phascogale are present. In the event that Red-tailed Phascogale (or any other conservation significant fauna) are found to be present within a hollow, the hollow will be demarcated and not be cleared until the fauna have moved on or are no longer using the hollow;*
- xiii) *No other conservation significant flora, fauna or ecological communities listed under the EPBC Act, BC Act or listed as Priority by DBCA are known, or considered likely, to occur within the Proposal area;*
- xiv) *A review of the criteria for relevant clearing permit exemptions under Regulation 5 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 has been undertaken for the proposed removal of up to 1.6 hectares of remnant native vegetation identified within the survey area. Based on this review, CBH anticipates the proposal will qualify for an exemption under Regulation 5, Item 1 (Clearing to construct a building) of the Regulations, subject to an approved DA and relevant conditions, given:*
 - *Clearing will be for the lawful construction of a building or other structure on the property;*
 - *Clearing will not, together with all other limited clearing on the property in the financial year in which the clearing takes place, exceed five (5) hectares;*
 - *The clearing is planned to be only to the extent necessary; and*
 - *The vegetation to be cleared is not riparian vegetation.*

It is significant to also note the following key points:

- a) The Department of Water and Environmental Regulation has advised the Shire it does not object to the proposal however, based on the available information, it is not clear if an exemption to the requirement for a clearing permit under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 would apply to the total extent of clearing works proposed; and
- b) The Department of Biodiversity, Conservation and Attractions has confirmed the proposed development is unlikely to cause significant impact to important biodiversity values contained within the development area.

Council should note it is CBH's responsibility to determine whether an exemption to the need for a clearing permit approval is applicable for the proposed clearing of up to 1.6 hectares of remnant native vegetation to accommodate the proposed development. If a clearing permit is not required as suggested in the key findings documented above, it is reasonable to conclude the proposed clearing works are acceptable from a regulatory perspective and will not therefore have a detrimental impact on the natural environment.

Should a clearing permit approval be required, it is reasonable to expect the proposed clearing works would only be approved by the Department of Water and Environmental Regulation and/or the Commonwealth Department of Agriculture, Water and the Environment if they were considered acceptable from an environmental perspective, including any proposed offset measures.

In light of the above findings, it is concluded the proposed development will satisfy the objectives and requirements of State Planning Policy 2 entitled 'Environment and Natural Resources Policy' as it applies specifically to the protection, conservation and enhancement of the natural environment and other natural resources due to the need to comply with other regulatory requirements under State and Commonwealth legislation.

2. Land Use Compatibility and Potential Amenity Impacts

Clause 67(2)(m) of the Deemed Provisions requires decision-makers to have due regard for the compatibility of any proposed development with its setting, including:

- i) the compatibility of the development with the desired future character of its setting; and
- ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

Clause 67(2)(n) of the Deemed Provisions also requires decision-makers to have due regard for the amenity of the locality including the following:

- i) environmental impacts of the development;
- ii) the character of the locality;
- iii) social impacts of the development.

All State Planning Policies of relevance to the proposal reinforce and support the above-mentioned Deemed Provisions as well as clauses 31(17)(4), 31(18) and 34 of the PSP by requiring consideration of the potential for environmental and off-site impacts, land use conflict, separation distances to sensitive land uses, and potential mitigation measures including statutory buffers.

The reporting officer has considered the proposal in the context of the relevant requirements and formed the view it is generally compatible and suitable in its local setting and will not have a detrimental impact upon the amenity of the locality for the following reasons:

- i) It represents a logical extension to an existing approved, strategically important and widely accepted grain handling and storage facility in a well-established rural setting that is well removed from existing sensitive land uses and capable of accommodating the proposed development;
- ii) It will not compromise the continued use of any immediately adjoining or other nearby properties for extensive agricultural purposes, the continued operation of the nearby wastewater treatment plant, or the ability to establish additional sensitive land uses with separation distances that comply with all relevant State and environmental policies if the demand arose;
- iii) The potential environmental impacts have been investigated with a specialist report confirming they are acceptable and manageable within the current regulatory framework;
- iv) The Department of Water and Environmental Regulation and Department of Biodiversity, Conservation and Attractions has confirmed it has no objections to the proposal from an environmental perspective;
- v) The visual impacts of the proposed development along the land's Corrigin South Road frontage will be softened due to the existing remnant native vegetation in the roadside verges which will be retained, aside from some minor trimming works for traffic safety purposes, and CBH's intention to plant additional on-site landscaping which could be located to provide additional visual screening along the land's road frontage;
- vi) Potential issues surrounding noise and dust, particularly during the initial construction phase of the project, are also manageable within the current regulatory framework; and
- vii) It is expected the development will be well supported by the local community for its many perceived and actual benefits, and will not have any detrimental social impacts.

3. Stormwater Drainage Management

Clause 67(2)(o) of the Deemed Provisions requires decision-makers to have due regard for the suitability of the land for the development, including the possible risk of flooding, subsidence,

landslip and soil erosion.

The application is supported by a comprehensive Drainage Design Report prepared by a suitably qualified consultant that provides a hydrologic and hydraulic analysis of the subject land's drainage conditions in the pre-development and post-developed scenarios to measure, anticipate and mitigate adverse drainage impacts resulting from the proposed development.

Whilst the Drainage Design Report appears to be acceptable and will help resolve current issues with an existing drainage culvert under the Corrigin South Road, given the very low permeability of soils on the land, their susceptibility to flooding and erosion, and the fact the proposed drainage design is based upon modelling and a number of associated assumptions that have not been tested, it is recommended Council adopt a precautionary approach to all proposed stormwater drainage management arrangements.

This can be achieved by imposing a condition on any development approval that may ultimately be granted requiring a further report to be prepared by a suitably qualified consultant for submission to the Shire by 31 October 2023, unless otherwise agreed, confirming all measures proposed in Drainage Design Report have been implemented, including ongoing maintenance requirements, as well as details of any additional works that may be required to minimise the risk of flooding and erosion during extreme storm events.

4. Off-Site Vehicle Access & Traffic

Clauses 67(2)(s) and (t) of the Deemed Provisions require decision-makers to have due regard for:

- a) the adequacy of the proposed means of access to and egress from the site and arrangements for the loading, unloading, manoeuvring and parking of vehicles; and
- b) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.

A Traffic Impact Statement prepared by a suitably qualified consultant was submitted in support of the application and confirmed as follows:

- i) *The existing grain receival facility averages 70 truckloads per day with an average 43-tonne payload over a 62 day campaign period during each harvest season, of which 93.4% deliveries to the site (i.e. 65 truckloads) are from the north of the main site access and 6.6% (i.e. 5 truckloads) are from the south;*
- ii) *Based on the 43-tonne average truck payload and additional 58,460-tonnes of effective grain storage capacity, an average of 96 truckloads per day during each harvest season is expected which represents an additional 26 truckloads per day compared to the existing situation;*
- iii) *For all off-loading traffic, which occurs throughout the year depending on demand, 10 truckloads per day has been assumed as per CBH's TS10A – Design Specification for the existing facility and proposed expanded facility;*
- iv) *The additional estimated traffic generation can be accommodated within the predicted capacity of road network at mid-block and intersection locations;*
- v) *The additional estimated traffic generation can be accommodated within the predicted capacity of road network at mid-block and intersection locations;*
- vi) *For the proposed access and egress locations, existing sealed width of Corrigin South Road complies with the minimum widths required as per the MRWA RAV assessment guidelines;*
- vii) *The Road Safety Audit undertaken on 3 September 2020 highlighted the safety risks associated with the narrow seal along Corrigin South Road which varies between 4.8 and 6.0 metres. Although the seal widths are sufficient in terms of RAV network suitability, they are below MRWA's design standards and the Shire should consider widening the seal south of the existing main access to the facility and providing a marked centreline and guideposts to*

delineate the road;

- viii) The existing main access to the facility satisfies minimum Safe Intersection Sight Distance (SISD) requirements from the north;*
- ix) The proposed new egress to Corrigin South Road south of the main access to the facility satisfies minimum SISD requirements from the south and Entering Sight Distance (ESD) towards the south;*
- x) SISD and ESD towards the south from the main access to the facility and towards the north from the new egress to Corrigin South Road currently relies on gaps between trees to meet minimum requirements. Based on the Road Safety Audit, the sight distance north of the new egress and south from the main access is compromised by the curve in the road carriageway and existing trees in the verge. It is recommended to remove the trees or reduce the speed limit on Corrigin South Road to that commensurate with the required sight distance. Notwithstanding this issue, it is understood that the Shire (as road owner) and CBH (as the intersection user) have physically inspected the site and consider the sight lines to be acceptable to and from the existing and proposed intersection locations. It should be noted the sight lines will also improve once the low shrubs are cleared from the verge. It is recommended that the situation be monitored and advice based on driver experiences be obtained to consider whether any other remedial action is required;*
- xi) The Road Safety Audit highlighted the safety risks associated with the existing trees located within the road verge (i.e. those along the road generally, and not associated with the proposed access), and it is suggested the Shire investigate removing all the trees or consider installing suitable crash barriers;*
- xii) Based on the predicted traffic volume, the existing access geometry for the main access to the facility is deemed acceptable and no widening is recommended;*
- xiii) Acceleration lanes towards both sides of the new egress to Corrigin South Road are not considered warranted.*

As can be seen from the above conclusions and referral advice received from Main Roads WA, in which no objections were raised by that agency, the proposed development is considered acceptable in terms of the additional volume of traffic likely to be generated and is unlikely to increase the likelihood of crashes to unacceptable levels.

Notwithstanding these findings, there are a number of pre-existing deficiencies with the local road network that need to be considered and addressed both now and in the future to improve the safety of the road infrastructure for all road users, particularly in light of the additional heavy vehicle traffic volumes likely to be generated by the proposed development during harvest periods.

Council should note the additional traffic volumes likely to be generated will be slightly higher than the figures provided in the Traffic Impact Statement due to the additional grain storage capacity now proposed (i.e. an additional 91,700 tonnes of on-site grain storage capacity is proposed to accommodate future anticipated demand compared to the 58,460 tonnes that was used as a basis for the Traffic Impact Statement). This reinforces the need to consider and address the pre-existing deficiencies with the local road network.

It is understood from the outcomes of an on-site meeting held between CBH and Shire representatives that the sight distance issues identified in the Traffic Impact Statement and Road Safety Audit can be resolved by trimming trees and removing low level scrub within the Corrigin Road South road reserve area. The removal of trees in their entirety is not considered necessary and is a time consuming and expensive process the Shire would need to manage and fund given its responsibility for the care, control and management of Corrigin South Road.

Whilst it is acknowledged the sight distance issues are based on pre-existing conditions, it is considered reasonable to require CBH to contribute towards the cost of these works given its

proposed development is generating the need to accommodate additional heavy vehicle traffic volumes in a safe and convenient manner. The cost to the Shire is not expected to be significant and could be funded using money allocated for general road maintenance purposes. As such, it is recommended a condition be imposed on any development approval granted requiring CBH to make a 50% contribution towards the cost of these works.

In relation to the traffic safety risks associated with the narrow road carriageway seal along Corrigin South Road south of the existing main access to the facility identified in the Road Safety Audit undertaken on 3 September 2020, Council should note this pre-existing deficiency has prevailed for many years with no reports of any traffic safety concerns or vehicle crashes along this road. It is significant to also note 93.4% deliveries to CBH's facility are from the north of the main site access and 6.6% are from the south with no major changes expected to these traffic volumes as a direct consequence of the proposed development.

In light of these facts and the Shire's intention to re-seal Corrigin South Road in 2026 as identified in its 10 year road programme, it is recommended Council not require CBH to contribute towards the cost of any seal widening works as these can be budgeted for in coming years and offset by road funding assistance available from State and Federal government sources.

In order to address any potential traffic safety concerns with the narrow road carriageway seal along Corrigin South Road, particularly in light of the fact it is a designated school bus route, it is recommended that CBH be required, as a condition of any development approval granted, to install at its own cost Variable Message Sign Boards containing the following messages in suitable locations either side of the main entry and new egress / ingress to the facility along Corrigin South Road during all harvest periods until the seal widening works along this road have been completed:

Screen 1:

**TRUCKS
ENTERING**

Screen 2:

**PROCEED
WITH
CAUTION**

Lastly, it is noted there was no mention made in the Traffic Impact Statement regarding the suitability of the existing road pavement along Corrigin South Road to accommodate the passage of heavy vehicles from the proposed new egress / exit to this road. It is reasonable to expect heavy vehicles using this new egress / exit will have a detrimental impact upon the existing road pavement over time due to their size and required turning movements. As such, it is recommended Council impose a condition on any development approval granted requiring CBH to re-sheet, at its own cost, that portion of Corrigin South Road immediately adjacent to the proposed new egress / exit for a distance of 50 metres in both directions (i.e. north-south) using asphalt to ensure the road carriageway surface is of a suitable standard and fit for purpose.

5. Essential Services

Clause 67(2)(u) of the Deemed Provisions requires decision-makers to have due regard for the availability and adequacy for the development of the following:

- i) public transport services;
- ii) public utility services;
- iii) storage, management and collection of waste;
- iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); and
- v) access by older people and people with disability.

Items i), iv) and v) listed above are not considered relevant to the proposal.

With respect to item ii), it is noted the subject land is not served by reticulated sewerage disposal infrastructure due to it being remote from the Corrigin townsite's existing sewerage scheme and the inability to provide a service connection at reasonable cost. Given the development will involve the employment of people on the land for extended periods of time and the proposed installation and use of buildings that require a water supply service (i.e. crib room and ablutions building), it is considered reasonable to impose a condition on any development approval that may ultimately be granted requiring CBH to ensure suitable potable water supply and on-site effluent disposal facilities / infrastructure are designed, installed and maintained for the life of the development in accordance with the local government's requirements in consultation with the Department of Health as may be required.

Conclusion

In light of all the above findings it is concluded the development proposal for Lots 20 and 21 is acceptable and unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

An alternative to the recommendation for conditional development approval provided below is not considered necessary for the following reasons:

- i) The proposal is well founded, permissible and has scope to be approved immediately;
- ii) The issues identified are capable of being suitably addressed through the imposition of conditions on any development approval that may ultimately be granted; and
- iii) CBH is obliged to address/satisfy any other statutory and regulatory requirements applicable to the proposal as it applies to all development on the subject land.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATION

State Planning Policy 2 – *Environment and Natural Resources Policy*

State Planning Policy 2.5 – *Local Planning*

State Planning Policy 2.9 – *Water Resources*

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

State Planning Policy 4.1 – *State Industrial Buffer*

PUBLIC CONSULTATION

Not required or deemed necessary. The application was however referred to the Department of Water and Environmental Regulation, the Department of Biodiversity, Conservation and Attractions and Main Roads WA for review and comment with all these agencies confirming they have no objections to the proposed development subject to compliance with other regulatory requirements that may be applicable. The Department of Planning, Lands and Heritage also confirmed the use class 'warehouse/storage' is the closest and most accurate classification that should be applied to the proposed development given it is not expressly listed in the Zoning Table of LPS2.

The proposal was also the subject of a site meeting and ongoing discussions between Shire staff and CBH representatives to work through various issues of concern identified during the planning assessment process where general agreement was reached regarding a number of matters.

FINANCIAL IMPLICATIONS

All administrative costs associated with processing the application are provided for in Council’s annual budget and have been offset in full by the \$18,666.15 development application fee paid by the applicant.

The majority of costs associated with the proposed development will be met by the applicant/landowner. The Shire will however need to fund the following works immediately and in the short-to-medium term future:

- i) A 50% contribution towards the cost of trimming trees and removing low level scrub within the Corrigin Road South road reserve area to help resolve the sight distance issues identified in the Traffic Impact Statement which is not expected to be significant and could be funded using money allocated for general road maintenance purposes; and
- ii) Road seal widening works south of the existing main access entry to the facility which could be budgeted for in coming years as part of the Shire’s 10 year road programme and offset by road funding assistance from State and Federal government sources.

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.

Objective: Environment

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

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(56/2022) Moved: Cr Dickinson **Seconded:** Cr Steele

That Council:

1. **Determine** that the proposed development of Lot 20 on Deposited Plan 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin for 'Warehouse / Storage' purposes is consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of Corrigin Local Planning Scheme No.2 and may therefore be permitted in the zone; and
2. **APPROVE** the development application submitted by Cooperative Bulk Handling Limited (Landowner) for a number of proposed upgrades and additions to its existing grain handling and storage facility on Lot 20 on Deposited Plan 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the documentation submitted in support of the application subject to any modification required as a consequence of any condition/s of this approval or otherwise approved by the local government. The documentation of relevance to this condition include:
 - General Arrangement Plan - Drawing No.511-ENG-CI-DGA-0001 (Rev.E);
 - Mechanical General Arrangement Plan – Drawing No. 511-ENG-ME-DGA-0001- (Rev.0);
 - Drawing No.2020-7414-01_A - KOSTERS OUTDOOR SUN SHELTERS 01;
 - Drawing No.2020-7414-03_A - KOSTERS OUTDOOR SUN SHELTERS 03;
 - Drawing No. E12096-GAD-001_REV B_ Containerised Type 30 Units;
 - Drawing No. C-RT4500-001 (4,500L R POLY WATER STORAGE TANK);
 - General Arrangement Plan – Drawing No.A-100 (Rev.A) – Lunch Room 6 x 3m;
 - General Arrangement Plan – Drawing No.A-100 (Rev.A) – Male/Female Toilet 3.3 x 2.6m;
 - Drawing No.S000-ENG-AR-STD-0070 (Rev.A) – SITE OFFICE FLOOR PLAN
 - Drawing No. S000-ENG-AR-STD-0073 (Rev.A) – SITE OFFICE EXTERNAL ELEVATIONS;
 - General Arrangement Overall Layout Plan – Drawing No. S119-ENG-ST-DGA-0003 (Sheets 1 to 9 - Rev.0) – 1.8m Open Bulk Head;
 - General Arrangement Plans – Drawing No.S132-ENG-MD-DGA-0001 - (Sheets 1 to 4 - Rev.1) – Mottler Toledo Weighbridge Type 1
 - General Arrangement Plan – Drawing No.STD-101-0000 (Rev.13) – Hydraulic Sample Platform / Type 11 Sample Hut;
 - Memorandum by Eco Logical Australia dated 16 March 2022 entitled 'DBCA Advice - Development Application for CBH Corrigin';
 - Drainage Design Report by BG&E Resources dated 16 June 2021 – Document No. RP20118.001 (Rev.A); and
 - Bushfire Management Plan by Green Start Consulting dated 2 November 2021 (Version 1).
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. Prior to occupation of the development, all stormwater drainage works must be completed in accordance with the Drainage Design Report referenced in Condition 1 above and maintained thereafter for the life of the development in accordance with the local government's requirements.

4. *The proponent shall, at its own cost, arrange for the preparation of further report by a suitably qualified consultant for submission to the local government by 31 October 2023, unless otherwise agreed, confirming all measures proposed in the Drainage Design Report have been implemented, including ongoing maintenance requirements, as well as details of any additional works that may be required to minimise the risk of flooding and erosion during extreme storm events.*
5. *The proponent shall implement the measures prescribed in the Bushfire Management Plan referenced in Condition 1 above to the satisfaction of the local government at all times for the life of the development.*
6. *A Revegetation / Landscaping Plan for all proposed new on-site landscaping shall be prepared and submitted to the local government for consideration and determination by the local government's Chief Executive Officer.*
7. *All new on-site landscaping shall comprise drought resistant trees and shrubs of a type that require minimal maintenance and must include two (2) native or locally acceptable trees capable of growing to a height of at least five (5) metres for every fifty (50) square metres of landscape area. All landscaping works shall be completed by 31 August 2023, unless otherwise approved by the local government's Chief Executive Officer and maintained thereafter until mature and self-sufficient.*
8. *The proponent shall make a 50% contribution towards the cost of trimming trees and removing low level scrub within the Corrigin Road South road reserve area as determined by the local government to help resolve the sight distance issues identified in the Traffic Impact Statement submitted in support of the application.*
9. *The proponent shall, at its own cost, re-sheet that portion of Corrigin South Road immediately adjacent to the proposed new ingress/exit for a distance of 50 metres in both directions (i.e. north-south) using asphalt to ensure the road carriageway surface is of a suitable standard and fit for purpose. These works shall be completed prior to occupation and use of the proposed development unless otherwise agreed by the local government.*
10. *The proponent shall, at its own cost, install Variable Message Sign Boards containing the following messages 500 metres either side of the main entry and new egress / egress to the facility along Corrigin South Road during all harvest periods until the seal widening works along this road have been completed by the local government*
 - Screen 1:
**TRUCKS
ENTERING**
 - Screen 2:
**PROCEED
WITH
CAUTION**
11. *All on-site vehicle accessways and parking bays shall be constructed in accordance with the details shown on the site development plan (i.e. General Arrangement Plan - Drawing No.511-ENG-CI-DGA-0002 (Rev.E), including draining and line marking as required to the satisfaction of the local government's Chief Executive Officer, prior to occupation and use of the proposed development.*
12. *Suitable directional signage shall be installed on the land prior to occupation and use of the proposed development to provide for the safe and convenient movement of all vehicles attending the site.*
13. *The proponent shall ensure suitable potable water supply and effluent disposal facilities / infrastructure are designed, installed and maintained for the life of the development in accordance with the local government's requirements in consultation with the Department of Health as may be required.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 must be prepared and submitted to the Shire of Corrigin or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application for structures reliant upon this infrastructure.*
4. *In accordance with the Building Act 2011 and Building Regulations 2012, a demolition and/or building permit application/s must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any demolition, construction or earthworks on the land.*
5. *All proposed buildings to be constructed and/or placed on the land, including sea containers, are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application/s.*
6. *No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted on Sundays or Public Holidays.*
7. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the Municipal district's designated townsites.*
8. *The proponent is responsible for ensuring the correct siting of all structures on the land the subject of this approval. An identification survey demonstrating correct siting and setbacks of structures may be requested of the proponent by the local government to ensure compliance with this determination notice and all applicable provisions.*
9. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
10. *If the proponent is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

Carried 4/0

Cr Hickey and Cr Jacobs re-entered the room at 3.50pm.

Cr Hickey resumed the Chair.

9. CHIEF EXECUTIVE OFFICER REPORT

The CEO thanked Blaze Aid and local community members for their support over the past few months rebuilding fences in the shire.

10. PRESIDENT'S REPORT

Since the Last Council meeting, the President attended a Central Country Zone meeting on 22 April in Wickepin. The guest speaker in attendance was Peter Kenyan OAM, Director, Bank of I.D.E.A.S. who provided a presentation to the Zone on the Community Builders Program.

ANZAC Day was another fantastic event and thank you to all who were involved in creating a memorable and respectful service.

The Edna Stevenson Committee Meeting was held on Monday 9 May. Unfortunately, the LEMC Committee Meeting did not go ahead due to lack of a Quorum.

At the Wheatbelt Secondary Freight Network Meeting, the host Shire of Kulin advised that they no longer manage the project. The program is still on track and negotiations are currently being held with a new host/employer. An application process to employ a Project Manager to oversee the project will take place soon and the voting delegates have now been extended from four to eight members.

The President would like to formally acknowledge and thank Blaze Aid as they official close-up camp on Friday 20 May and head over to Wickepin.

11. COUNCILLORS' QUESTIONS REPORTS AND INFORMATION ITEM

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

13. INFORMATION BULLETIN

14. WALGA AND CENTRAL ZONE MOTIONS

15. NEXT MEETING

Ordinary Council Meeting on Tuesday 21 June 2022.

16. MEETING CLOSURE

The President Cr Des Hickey closed the meeting at 4.04pm.

President: _____ Date: _____



MINUTES

AUDIT AND RISK MANAGEMENT
COMMITTEE MEETING
6:00pm Tuesday 14 June 2022

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

Strengthening our community now to grow and prosper into the future

TERMS OF REFERENCE

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

An audit committee —

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

1.0 INTRODUCTION

The Council of the Shire of Corrigin (hereinafter called the Council) hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the *Local Government Act 1995*, *Local Government Amendment Act 2004* and Audit Regulations, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee"). The Council appoints to the Committee those persons whose names appear in Section 4.0 below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, the *Local Government Amendment Act 2004* and the *Local Government (Audit) Amendment Regulations 2005*, local laws and policies of the Shire of Corrigin and this Instrument.

2.0 NAME

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

3.0 ROLE

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

4.0 OBJECTIVES OF THE COMMITTEE

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

5.0 MEMBERSHIP

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

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

6.0 PRESIDING MEMBER

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

7.0 CONDUCT OF MEETINGS

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

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

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

8.0 QUORUM

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

9.0 DELEGATED POWERS

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

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

9.1 The External Audit

The Committee shall:

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

9.2 Co-ordination of Auditors

The Committee shall:

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

9.3 Duties and Responsibilities

The following duties and responsibilities of the Committee will include:

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

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

9.4 Reporting Powers

The Committee:

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

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

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

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

12.0 COMMITTEE DECISIONS

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

1 DECLARATION OF OPENING

The Deputy President, Cr Scott Coppen opened the meeting at 6.01pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President
Deputy Shire President

Cr. D Hickey (via Teams)
Cr. S Coppen
Cr. M Weguelin
Cr. S Jacobs
Cr. C Steele
Cr. M Dickinson

Chief Executive Officer
Deputy Chief Executive Officer

N A Manton
K A Caley

APOLOGIES

LEAVE OF ABSENCE

COMMITTEE'S RESOLUTION

Moved: Cr Weguelin Seconded: Cr Steele

That the Audit and Risk Management Committee allow Cr Des Hickey to attend the meeting electronically by MS Teams from his home in Corrigin due to COVID-19.

Carried 5/0

3 DECLARATIONS OF INTEREST

4 CONFIRMATION AND RECEIPT OF MINUTES

4.1 CONFIRMATION AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 March 2022 (Attachment 4.1).

COMMITTEE'S RESOLUTION

Moved: Cr Jacobs Seconded: Cr Steele

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 March 2022 (Attachment 4.1) be confirmed as a true and correct record.

Carried 6/0

5 MATTERS ARISING FROM MINUTES

6 REPORTS

The CEO presented the list of actions taken in response to Worksafe Improvement notices to the Audit Committee for noting.

The only item that still requires action is the installation on the transportable building which is waiting for engineering certification and approval from the City of Kalamunda.

7 MATTERS REQUIRING A COMMITTEE DECISION

7.1 INTERIM AUDIT 2021/2022 FINDINGS AND MANAGEMENT COMMENT

Applicant:	Shire of Corrigin
Date:	29/04/2022
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0302
Attachment Ref:	Attachment 7.1.1 – Interim Management Letter – Year ending 30 June 2022. Attachment 7.1.2 – Interim Audit Findings – Year ending 30 June 2022

SUMMARY

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted by AMD between 21 and 22 March 2022.

BACKGROUND

AMD conducted the interim audit on behalf of the Office of the Auditor General from 21 to 22 March 2022 onsite. The Shire of Corrigin administration staff responded to the numerous requests for information prior to the auditors arriving onsite and during this period.

The auditors provided feedback on one finding from the interim audit that requires attention for future compliance.

COMMENT

The finding noted by the Auditors and reported to the OAG related to purchase orders being raised after the invoices had been received. These non-compliant orders relate to purchases of a renewal nature that are paid in advance for the financial year and essentially the invoices are issued by the supplier on or around 1 July each year. These include but are not limited to software licenses, annual security monitoring fees and subscriptions where the invoice arrives prior to budget adoption.

Historically there has been no formal process implemented for these renewal purchases and orders raised as the invoice arrives.

A process will be developed and documented by the DCEO to mitigate any further noncompliance and ensure there is a timetable of when the charges are due to be raised in order for an order to be issued prior to the invoice being received in the new financial year to comply with the purchasing policy.

STATUTORY ENVIRONMENT

Local Government Act 1995, s 7.12A – Duties of a Local Government in respect to the Audit.

POLICY IMPLICATIONS

- 3.1 Risk Management Policy
- 8.11 Audit and Risk Committee
- 8.12 Appointment of an Auditor

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Jacobs Seconded: Cr Steele

That the Audit and Risk Management Committee recommend that Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed and issues to be completed prior to the final audit.

Carried 6/0

7.2 INTERNAL AUDIT – REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

Applicant:	Shire of Corrigin
Date:	7/06/2022
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0047
Attachment Ref:	Attachment 7.2 - 2022 Financial and Risk Management System Review

SUMMARY

The audit and Risk Management Committee is requested to consider the independent Review of Financial and Risk Management, Internal Controls and Legislative Compliance

BACKGROUND

The Shire of Corrigin CEO, Ms Natalie Manton, requires assurance of the integrity of the Shire of Corrigin financial and risk management systems to confirm the appropriateness and effectiveness of the systems and processes. The risk dashboard An improvement plan will be to develop to work towards achieving best practice in future.

The Shire of Corrigin engaged Butler Settineri to provide the following services in relation to the requirements of Local Government *Financial Management Regulation 5* and the *Audit Regulation 17*.

- review current risk management policies, procedures and plans;
- evaluate the financial internal control systems and procedures;
- evaluate the operational internal control systems and procedures;
- assess systems and processes for maintaining legislative compliance;
- provide a list of any improvements identified during the review; and
- provide a report including recommendations to assist the CEO to assess the appropriateness and effectiveness of the systems and procedures.

Risk Management, Internal Control and Legislative Compliance

The Local Government *Audit Regulations 1996 Regulation 17* requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be reviewed at least once every three calendar years and reported to the Audit and Risk Management Committee.

The Local Government (Financial Management) Regulations 1996 Regulation 5 also require the CEO to conduct a Financial Management Review to ensure efficient systems and procedures are established for the local authority at least every three years.

Financial Management Review

The duties and key areas the Shire were reviewed for the period 1 April 2019 to 31 March 2022 include:

- Bank reconciliations and Petty Cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables (Including Purchase Orders)
- Salaries and wages

- Credit Card procedures
- Fixed Assets (Including acquisition and disposal of property)
- Cost and administration overhead allocations
- Minutes of meetings
- Budget
- Financial Reports
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of documents/record keeping
- Plan for the future
- General compliance and other matters

Risk Management

The scope of the Regulation 17 review included the following areas as outlined in the Department of Local Government Guidance Note 9 Audit in Local Government:

- Review risk management systems and operating risks.
- Review business continuity plan.
- Assess the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, with regard to;
 - potential non-compliance with legislation, regulations and standards and local government's policies.
 - important accounting judgements or estimates that prove to be wrong.
 - litigation and claims.
 - misconduct, fraud and theft.
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
- Risk reports identifying key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.
- Assess the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover.
- Review the effectiveness of the local government's internal control system with management and the internal and external auditors.
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more a high degree of risk.
- Assess the local government's procurement framework and whether these policies and procedures are being applied.
- Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, an appropriate treatment plan has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics;
- policies and delegated authority;

- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

An effective control framework includes:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and
- regular liaison with auditor and legal advisors.

The following controls were reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. The review will consider Audit Committee's monitoring of compliance programs including:

- Compliance with legislation and regulations;
- Annual Compliance Audit Return and reporting to Council the results of that review;
- Procedures for receiving and treating complaints, including confidential and anonymous employee complaints.
- Obtain assurance that adverse trends are identified and review management's plans to deal with these.
- Management disclosures in financial reports.
- Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee.
- Compliance frameworks dealing with relevant external legislation and regulatory requirements.
- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

COMMENT

The intent of the report is to provide the CEO with a clear understanding as to the appropriateness and effectiveness of the Shire's current systems and processes and articulate any areas for improvement. The review includes a list of recommendations for improvements to systems and processes.

The last reviews were conducted in April 2019 and for efficiency the reviews were again combined in 2022.

The draft report was submitted to the CEO for review prior to being submitted to the Audit Committee and Council and management comments have been added.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 Regulation 17

Local Government (Financial Management) Regulations 1996 Regulation 5

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Weguelin Seconded: Cr Jacobs

That Audit and Risk Management Committee receives and notes the Chief Executive Officer's Financial and Risk Management Review (in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 and Regulation 17 of the Local Government (Audit) Regulations 1996 which reports on the efficiency of the Shire of Corrigin systems and processes.

Carried 6/0

7.3 INTERNAL AUDIT – RISK MANAGEMENT REVIEW

Applicant:	Shire of Corrigin
Date:	31/05/2022
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Number:	RM.0006
Attachment Ref:	Attachment 7.3 – Risk Dashboard

SUMMARY

This Internal Audit – Risk Management Review report seeks to provide an update on the assessment, impact and controls to mitigate risks using a risk management tool.

BACKGROUND

Council adopted a Risk Management Framework on 21 December 2021. The framework set out the Shire's commitment and objectives with regards managing risks that may impact the Shire's strategies, goals or objectives.

The Risk Management Review Dashboard is a tool used to summarise the following risks:

- Asset Sustainability
- Business and Community Disruption
- Compliance Requirements
- Document Management
- Employment Practices
- Engagement Practices
- Environmental Management
- Errors, Omissions and Delays
- External theft and fraud
- Management of Facilities/Venues and Events
- IT Communication systems
- Misconduct
- Project/Change Management
- Safety and Security practices
- Supplier Contract Management

COMMENT

Internal risk management reviews are completed twice per annum with the last report completed in 29 November 2021 as part of the Audit and Risk Management Committee meeting.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996
Section 17 CEO to review certain systems and procedures

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Jacobs Seconded: Cr Weguelin

That the Audit and Risk Management Committee receive the updated Internal Audit Risk Management report-dashboard update.

Carried 6/0

8 NEXT MEETING

Audit and Risk Management Committee meeting on Tuesday 13 September 2022 at 6.00pm.

9 MEETING CLOSURE

The Chairperson, Deputy President Cr Scott Coppen closed the meeting at 6.18pm.

President: _____ Date: _____

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17488	19/05/2022	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR APRIL 2022	\$ 33.51	TRUST
EFT17489	19/05/2022	SHIRE OF CORRIGIN	TRANSWA TICKET COMMISSIONS FOR JANUARY TO APRIL 2022	\$ 27.09	TRUST
20737	03/05/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 249.60	MUNI
20738	05/05/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20739	09/05/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 164.40	MUNI
20740	17/05/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 104.30	MUNI
20741	19/05/2022	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 186.00	MUNI
20742	20/05/2022	SYNERGY	ELECTRICITY CHARGES	\$ 4,016.51	MUNI
20743	20/05/2022	WATER CORPORATION OF WA	WATER CHARGES	\$ 16,608.51	MUNI
20744	24/05/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 210.20	MUNI
20745	26/05/2022	SYNERGY	ELECTRICITY CHARGES	\$ 376.00	MUNI
20746	26/05/2022	WATER CORPORATION OF WA	WATER CHARGES	\$ 47.77	MUNI
20747	31/05/2022	SHIRE OF CORRIGIN	CONTAINERS FOR CHANGE SCHEME FLOAT RECOUP	\$ 313.30	MUNI
EFT17479	05/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 219.32	MUNI
EFT17480	05/05/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT17481	05/05/2022	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 303.69	MUNI
EFT17482	19/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 219.32	MUNI
EFT17483	19/05/2022	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00	MUNI
EFT17484	19/05/2022	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 392.63	MUNI
EFT17485	19/05/2022	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 110.00	MUNI
EFT17486	19/05/2022	BITUTEK PTY LTD	TWO COAT PRIMERSEAL, CUTBACK BITUMEN SEAL - RABBIT PROOF FENCE RD	\$ 205,340.44	MUNI
EFT17487	19/05/2022	TELSTRA	PHONE AND INTERNET CHARGES	\$ 139.43	MUNI
EFT17490	20/05/2022	ACCWEST PTY LTD	2021 / 2022 BUDGET REVIEW ASSISTANCE	\$ 4,620.00	MUNI
EFT17491	20/05/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 1,218.25	MUNI
EFT17492	20/05/2022	ARROW BRONZE	NICHE WALL PLAQUES	\$ 1,267.70	MUNI
EFT17493	20/05/2022	AUSTRALIA POST	POSTAGE CHARGES FOR APRIL 2022	\$ 190.19	MUNI
EFT17494	20/05/2022	AVON WASTE	4 WEEKS RUBBISH COLLECTION - APRIL 2022	\$ 17,764.79	MUNI
EFT17495	20/05/2022	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 12.53	MUNI
EFT17496	20/05/2022	BEST OFFICE SYSTEMS	PHOTOCOPYING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 485.24	MUNI
EFT17497	20/05/2022	BROWNLEY'S PLUMBING & GAS	ANNUAL BACK FLOW TESTS OF STANDPIPES AND SHIRE PROPERTIES	\$ 3,460.60	MUNI
EFT17498	20/05/2022	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - LOADER, SIDE TIPPER TRAILER, CREW CAB TRUCKS	\$ 4,329.17	MUNI
EFT17499	20/05/2022	CORRIGIN ENGINEERING PTY LTD	PLANT REPAIRS - MINI EXCAVATOR	\$ 383.30	MUNI
EFT17500	20/05/2022	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES FOR FEBRUARY AND MARCH 2022	\$ 251.10	MUNI
EFT17501	20/05/2022	CORRIGIN OFFICE SUPPLIES	DUAL MONITOR DESK STAND, STATIONERY SUPPLIES	\$ 293.91	MUNI
EFT17502	20/05/2022	CORRIGIN SUPERMARKET & LIQUOR (IGA & CELLARBRATIONS)	REFRESHMENTS AND CATERING SUPPLIES	\$ 147.97	MUNI
EFT17503	20/05/2022	DENARO EARTHMOVING	EXCAVATION WORKS AT BENDERING TIP	\$ 9,075.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17504	20/05/2022	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR MAY 2022	\$ 12,552.85	MUNI
EFT17505	20/05/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR APRIL 2022	\$ 2,373.28	MUNI
EFT17506	20/05/2022	HARRIS ZUGLIAN ELECTRICS	SUPPLY AND INSTALL SMOKE ALARMS AT CORRIGIN MEDICAL CENTRE	\$ 432.00	MUNI
EFT17507	20/05/2022	HAULMORE TRAILER RENTALS	PLANT HIRE - DOLLY TRAILER	\$ 1,925.00	MUNI
EFT17508	20/05/2022	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 529.69	MUNI
EFT17509	20/05/2022	LANDGATE	COPY OF TRANSFER OF LAND CAVEATS, RURAL UV'S CHARGEABLE SCHEDULE	\$ 152.00	MUNI
EFT17510	20/05/2022	LITTERGRABBER	20 TIDY JON STREETMASTER PRO LITTER GRABBERS	\$ 901.00	MUNI
EFT17511	20/05/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - INDUCTION TO LOCAL GOVERNMENT PROGRAM	\$ 400.00	MUNI
EFT17512	20/05/2022	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$ 228.00	MUNI
EFT17513	20/05/2022	MARKETFORCE	PUBLIC NOTICE - FORM 5 LOT 13 GOYDER STREET, CORRIGIN	\$ 662.63	MUNI
EFT17514	20/05/2022	NATURE PLAY SOLUTIONS PTY LTD	PROGRESS PAYMENT - ROTARY PARK UPGRADE	\$ 109,367.15	MUNI
EFT17515	20/05/2022	NEU-TECH AUTO ELECTRICS	PLANT PARTS & REPAIRS - PRIME MOVER, SPRAY TRAILER, TURF TRACTOR, UTE	\$ 1,362.97	MUNI
EFT17516	20/05/2022	POOL & PUMP SERVICE & REPAIRS PTY LTD	PUMP REPAIRS - TOWN DAM, BOYD STREET DAM	\$ 7,177.50	MUNI
EFT17517	20/05/2022	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES - VERGE CLEARING FOLLOWING BUSHFIRE	\$ 28,991.71	MUNI
EFT17518	20/05/2022	STS HEALTH	SERVICE OF DENTAL EQUIPMENT	\$ 1,433.85	MUNI
EFT17519	20/05/2022	SEEK LIMITED	ADVERTISEMENTS - GENERAL HAND, TRAINEE HORTICULTURALIST, CDS OPERATOR	\$ 2,403.50	MUNI
EFT17520	20/05/2022	SHIRE OF BROOKTON	MOBILISATION OF SHIRE OF BROOKTON LOADER TO BUSHFIRE EMERGENCY	\$ 504.90	MUNI
EFT17521	20/05/2022	SIGMA CHEMICALS	POOL CHEMICALS	\$ 582.63	MUNI
EFT17522	20/05/2022	SOPHIE JANE MUSIC	DEPOSIT FOR ENTERTAINMENT SERVICES - PARK PARTY 2022	\$ 210.00	MUNI
EFT17523	20/05/2022	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE AND REPRESENTATION - CREC	\$ 8,431.50	MUNI
EFT17524	20/05/2022	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 860.94	MUNI
EFT17525	20/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 11.01	MUNI
EFT17526	20/05/2022	TRUCKFIX W A	PLANT REPAIRS - PRIME MOVER	\$ 1,237.50	MUNI
EFT17527	20/05/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 561.00	MUNI
EFT17528	20/05/2022	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING - MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES	\$ 578.00	MUNI
EFT17529	20/05/2022	WA TEMPORARY FENCING	TEMPORARY FENCE PANELS FOR MAIN OVAL	\$ 5,148.00	MUNI
EFT17530	20/05/2022	WALLIS COMPUTER SOLUTIONS	OPTUS TELTONIKA INTERNET SERVICE - FUSION 3RD CONNECTION - MAY 2022	\$ 187.00	MUNI
EFT17531	26/05/2022	AC ELECTRICS WA	REPLACE EXTERIOR GPO AT CARAVAN PARK	\$ 200.00	MUNI
EFT17532	26/05/2022	ALLSTRONG OUTDOOR GARAGE DOORS	REPLACE GARAGE DOOR MOTOR AT 3 JANES DRIVE	\$ 1,250.00	MUNI
EFT17533	26/05/2022	AVON WASTE	HOOK BIN HIRE - APRIL 2022	\$ 875.66	MUNI
EFT17534	26/05/2022	BRANDWORX	STAFF UNIFORM	\$ 554.62	MUNI
EFT17535	26/05/2022	BROWNLEY'S PLUMBING & GAS	REPAIR HOT WATER SYSTEM, SHOWER & LAUNDRY TAPS AT 1 SPANNEY STREET	\$ 770.83	MUNI
EFT17536	26/05/2022	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 367.90	MUNI
EFT17537	26/05/2022	CORRIGIN SUPERMARKET & LIQUOR (IGA & CELLARBRATIONS)	REFRESHMENTS AND CATERING SUPPLIES	\$ 39.00	MUNI
EFT17538	26/05/2022	CORSIGN WA PTY LTD	ROAD SIGNS FOR LOMOS ROAD	\$ 688.16	MUNI
EFT17539	26/05/2022	DEPARTMENT OF WATER & ENVIRONMENTAL REGULATION	ANNUAL LICENCE FEE - CORRIGIN WASTE MANAGEMENT FACILITY	\$ 974.40	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17540	26/05/2022	GREENFIELD TECHNICAL SERVICES	BUSHFIRE ROAD DAMAGE INSPECTIONS AND ASSOCIATED DRFAWA	\$ 19,802.85	MUNI
EFT17541	26/05/2022	INTELIFE - TWINKARRI	VERGE AND ROADSIDE CLEAN UP FOLLOWING BUSHFIRES	\$ 62,920.00	MUNI
EFT17542	26/05/2022	INSTANT TRANSPORTABLE OFFICES PTY LTD	STRUCTURAL ASSESSMENT FOR NEW BULYEE HALL ABLUTION BLOCK	\$ 1,485.00	MUNI
EFT17543	26/05/2022	INSTANT WEIGHING	SCALE CALIBRATION OF CEMENT BATCHING PLANT AND LOADERS	\$ 3,025.00	MUNI
EFT17544	26/05/2022	MARTINS TRAILER PARTS PTY LTD	PLANT PARTS - BOBCAT TRAILER	\$ 1,132.02	MUNI
EFT17545	26/05/2022	MOORE AUSTRALIA W A PTY LTD	CONSULTANCY SERVICE - LONG TERM FINANCIAL PLAN	\$ 1,375.00	MUNI
EFT17546	26/05/2022	NEU-TECH AUTO ELECTRICS	PLANT PARTS - TWO WAY TIPPER TRUCK	\$ 123.75	MUNI
EFT17547	26/05/2022	NICHOLAS LEON DARKE	STAFF REIMBURSEMENT	\$ 100.01	MUNI
EFT17548	26/05/2022	SETTLERS ROOFING	PLANT HIRE - WATER CART	\$ 3,569.50	MUNI
EFT17549	26/05/2022	SAFETYHUB - SAFETYCARE AUSTRALIA PTY LTD	12 MONTH SUBSCRIPTION - SAFETYHUB SAFETY TRAINING VIDEOS	\$ 1,045.00	MUNI
EFT17550	26/05/2022	SHIRE OF KULIN	PLANT HIRE - SKID STEER	\$ 924.00	MUNI
EFT17551	26/05/2022	STANTEC	PREPARATION OF CORRIGIN BIKE PLAN	\$ 6,622.00	MUNI
EFT17552	26/05/2022	TALIS CONSULTANTS PTY LTD	UPDATED DESIGN WORKS - BENDERING TIP	\$ 1,508.38	MUNI
EFT17553	26/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	\$ 44.16	MUNI
EFT17554	26/05/2022	TRUCK CENTRE (WA) PTY LTD	PLANT SERVICE - PRIME MOVER	\$ 19,064.99	MUNI
EFT17555	26/05/2022	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE FEE - 15 MCANDREW AVENUE	\$ 85.80	MUNI
EFT17556	26/05/2022	WEST COAST ASBESTOS REGISTERS	TEMPORARY FENCE PANELS FOR BILBARIN HALL	\$ 2,112.00	MUNI
EFT17557	26/05/2022	WESTERN HYDRAULICS CORRIGIN	PLANT REPAIRS - LOADER	\$ 353.54	MUNI
EFT17558	26/05/2022	WESTERN MECHANICAL CORRIGIN	PLANT PARTS - EXCAVATOR TRAILER	\$ 234.75	MUNI
EFT17559	31/05/2022	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFITS TAX (FBT) RETURN 2022	\$ 32,453.86	MUNI
EFT17560	31/05/2022	ADVANCED AUTOLOGIC PTY LTD	KEROSENE, GREASE CARTRIDGES, AD BLUE	\$ 4,980.00	MUNI
EFT17561	31/05/2022	AIR-BORN AMUSMENTS	DEPOSIT FOR AMUSEMENT EQUIPMENT - PARK PARTY 2022	\$ 400.00	MUNI
EFT17562	31/05/2022	BGC QUARRIES	UNWASHED 5MM BLUE METAL, UNWASHED 20MM BLUE METAL	\$ 6,349.46	MUNI
EFT17563	31/05/2022	BRANDWORX	STAFF UNIFORM	\$ 643.87	MUNI
EFT17564	31/05/2022	CITY OF KALAMUNDA	BUILDING SERVICES AND ADMINISTRATION FEES	\$ 224.40	MUNI
EFT17565	31/05/2022	CORRIGIN SUPERMARKET & LIQUOR (IGA & CELLARBRATIONS)	REFRESHMENTS AND CATERING SUPPLIES	\$ 219.52	MUNI
EFT17566	31/05/2022	CORRIGIN TYREPOWER	PLANT REPAIRS - DOLLY TRAILER	\$ 70.00	MUNI
EFT17567	31/05/2022	EAGLE PRINTING CO	PRINTING SERVICES	\$ 707.30	MUNI
EFT17568	31/05/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	12 BULKA BAGS OF CEMENT	\$ 4,224.00	MUNI
EFT17569	31/05/2022	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES - APRIL 2022	\$ 3,174.94	MUNI
EFT17570	31/05/2022	LANDGATE	RURAL UV'S CHARGABLE SCHEDULE	\$ 86.94	MUNI
EFT17571	31/05/2022	LEEWIN WINDOW CLEANING	CLEAN AND POLISH WINDOWS AT SWIMMING POOL	\$ 600.00	MUNI
EFT17572	31/05/2022	POOL & PUMP SERVICE & REPAIRS PTY LTD	PUMP REPAIRS - TOWN DAM	\$ 3,907.20	MUNI
EFT17573	31/05/2022	RYLAN CONCRETE	LAY KERBING AT CORRIGIN CEMETERY	\$ 6,195.20	MUNI
EFT17574	31/05/2022	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANAGER	\$ 5,618.80	MUNI
EFT17575	31/05/2022	SIGMA CHEMICALS	POOL CHEMICALS	\$ 486.20	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT17576	31/05/2022	TELSTRA	TELEPHONE AND INTERNET CHARGES	\$ 1,836.83	MUNI
EFT17577	31/05/2022	TERRA FIRMA INDUSTRIES PTY LTD	TERRAGRATE FRP MOULDED PANELS	\$ 4,818.00	MUNI
DD14074.1	01/05/2022	WESTNET PTY LTD	INTERNET CHARGES	\$ 149.95	MUNI
DD14174.1	3/05/2022	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 1,561.07	MUNI
DD14078.1	04/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,706.59	MUNI
DD14078.2	04/05/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD14078.3	04/05/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 322.98	MUNI
DD14078.4	04/05/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 457.12	MUNI
DD14078.5	04/05/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 418.85	MUNI
DD14078.6	4/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,594.24	MUNI
DD14078.7	4/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,022.33	MUNI
DD14078.8	4/05/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 251.62	MUNI
DD14116.1	18/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,664.57	MUNI
DD14116.2	18/05/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 111.00	MUNI
DD14116.3	18/05/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 327.07	MUNI
DD14116.4	18/05/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 466.07	MUNI
DD14116.5	18/05/2022	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 430.17	MUNI
DD14116.6	18/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,594.24	MUNI
DD14116.7	18/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,002.43	MUNI
DD14116.8	18/05/2022	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 253.10	MUNI
DD14103.1	19/05/2022	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD14068.1	02/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 483.15	LIC
DD14070.1	03/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,116.05	LIC
DD14076.1	04/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,408.25	LIC
DD14086.1	5/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,658.10	LIC
DD14088.1	6/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,446.70	LIC
DD14090.1	9/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,551.70	LIC
DD14092.1	10/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,832.90	LIC
DD14094.1	11/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,141.30	LIC
DD14106.1	12/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 655.35	LIC
DD14108.1	13/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,715.55	LIC
DD14110.1	16/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 220.85	LIC
DD14136.1	17/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,338.05	LIC
DD14138.1	18/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 10,367.55	LIC
DD14140.1	19/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 35.15	LIC
DD14142.1	20/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 46.40	LIC

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF MAY 2022

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD14144.1	23/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 922.55	LIC
DD14146.1	24/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,304.30	LIC
DD14148.1	25/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 548.65	LIC
DD14150.1	26/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,191.30	LIC
DD14152.1	27/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 978.15	LIC
DD14159.1	30/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 18.30	LIC
DD14161.1	31/05/2022	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 358.55	LIC
JNL	5/05/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 04/05/2022	\$ 60,980.50	MUNI
JNL	19/05/2022	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 18/05/2022	\$ 62,760.28	MUNI
				\$ 856,393.48	

MUNICIPAL ACCOUNT PAYMENTS	\$ 821,994.03
TRUST ACCOUNT PAYMENTS	\$ 60.60
LICENSING ACCOUNT PAYMENTS	\$ 34,338.85
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 856,393.48



**SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 MARCH 2022 TO 28 APRIL 2022**

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
31/03/2022	Officeworks	4 internet dongles for admin staff to work from home	\$ 201.95
21/04/2022	City of Perth Parking Convention Centre	Parking for CREC dispute legal meeting	\$ 18.17
21/04/2022	Puma Como	Fuel for CEO vehicle	\$ 162.57
		CREDIT CARD TOTAL	\$ 382.69
CARD NUMBER 4557-XXXX-XXXX-0935			
8/04/2022	Zoom Video Communications Inc	Annual Zoom subscription	\$ 209.90
21/04/2022	Trinity on Hampden	Accommodation for CSO training	\$ 130.00
26/04/2022	Synergy	Electricity charges - 2 Spanney Street, Corrigin	\$ 832.18
		CREDIT CARD TOTAL	\$ 1,172.08
CARD NUMBER 4557-XXXX-XXXX-0918			
		CREDIT CARD TOTAL	\$ -

BILLING ACCOUNT \$ **6.30**
TOTAL CREDIT CARD PAYMENTS \$ **1,561.07**

I, Kylie Caley, Deputy Chief Executive Officer, have reviewed the credit card payments on card 4557-XXXX-XXXX-4143 and confirm that from the descriptions on the documentation provided that ;
 - all transactions are expenses incurred by the Shire of Corrigin;
 - all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
 - all purchases are in accordance with the Local Government Act 1995 and associated regulations;
 - no misuse of the any corporate credit card is evident .

Kylie Caley 716 /2022

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

Natalie Manton 716 /2022



Statement for

NAB Business Visa

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

Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 March 2022 to 28 April 2022

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
31 Mar 2022	\$201.95 ✓	OFFICEWORKS BENTLEIGH EAS					74940522089
26 Apr 2022	\$18.17 ✓	CPP CONVENTION CENTRE PERTH	Internet doubles for admin staff to work			from home	74940522111
26 Apr 2022	\$162.57 ✓	PUMA ENERGY COMO COMO	CREC dispute legal meeting Fuel for CEO vehicle				74564452112
Total for this period	\$382.69		Totals				

Employee declaration

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

N.A.M.

Cardholder signature:

Date: 7/6/22

118/21/01/M01324/S003938/1007875



Statement for

NAB Business Visa

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



Cardholder Details

Cardholder Name: MS KYLIE ANN CALEY

Account No:

Statement Period: 29 March 2022 to 28 April 2022

Cardholder Limit: \$5,000

Transaction record for: MS KYLIE ANN CALEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
11 Apr 2022	\$209.90	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	Annual Zoom Subs				24492162098
26 Apr 2022	\$130.00	TRINITY CRAWLEY	CSO Account Intro to LG				74940522111
28 Apr 2022	\$832.18	SYNERGY PERTH	Electricity - 2 Spenny Street				74940522116
Total for this period	\$1,172.08		Totals				

Employee declaration

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

Cardholder signature: *Kylie Ann Caley*

Date: *23.5.22*



SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2022

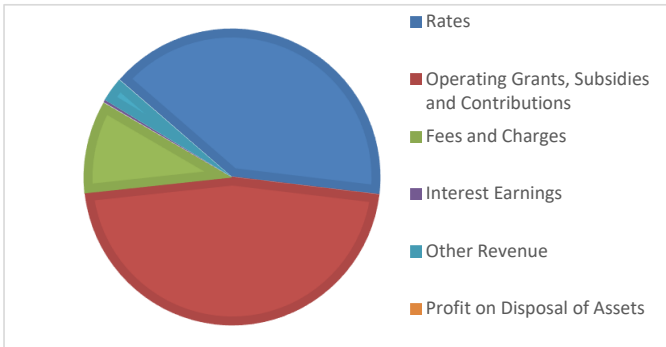
*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)
REGULATIONS 1996*

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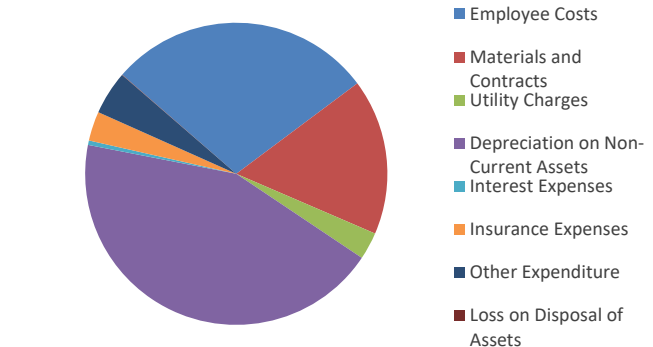
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OPERATING ACTIVITIES

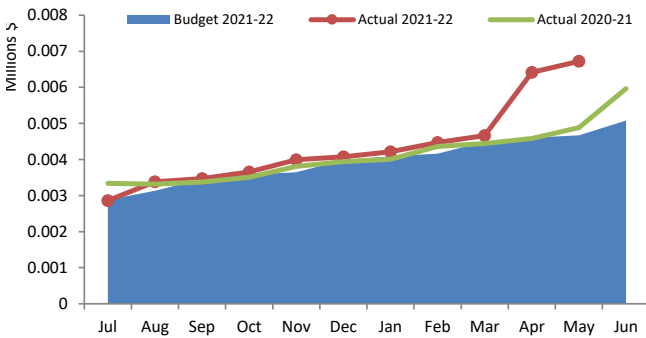
OPERATING REVENUE



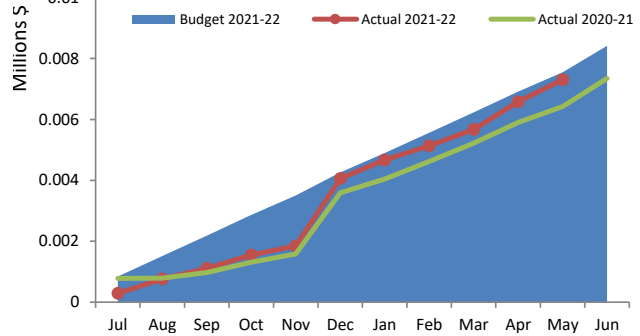
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

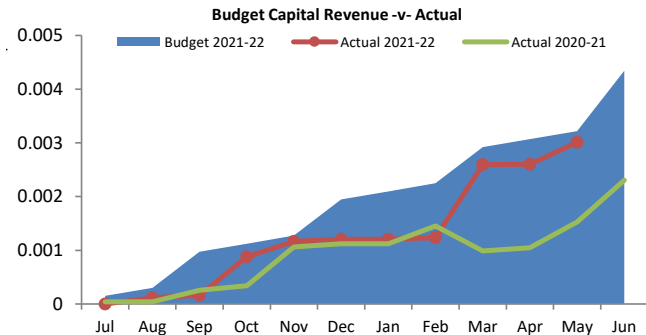


Budget Operating Expenses -v-YTD Actual

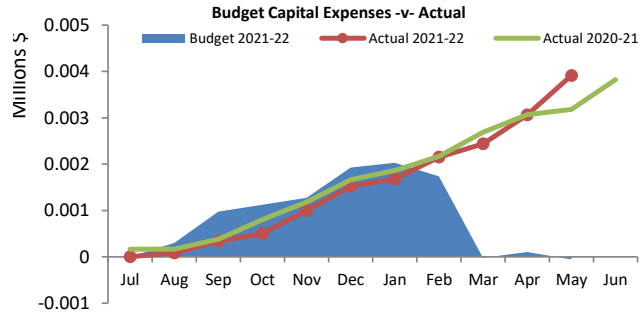


INVESTING ACTIVITIES

CAPITAL REVENUE



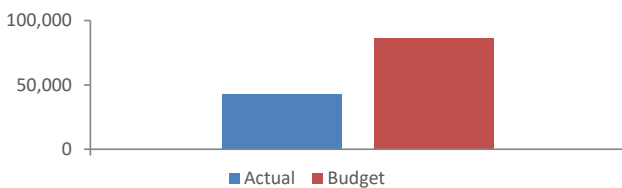
CAPITAL EXPENSES



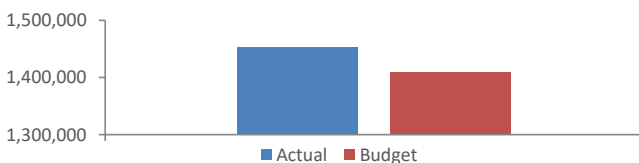
FINANCING ACTIVITIES

BORROWINGS

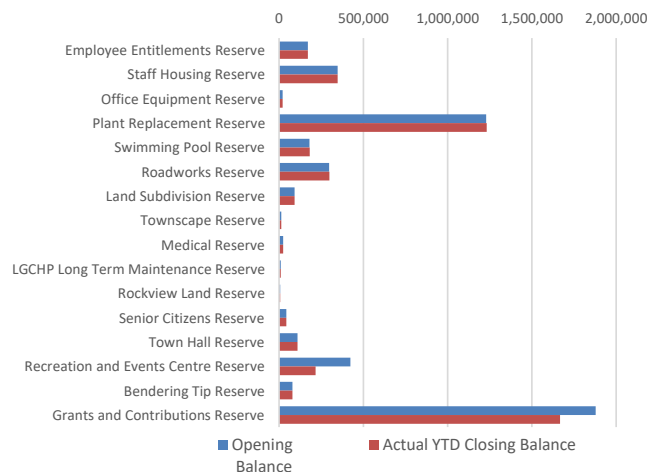
Principal Repayments



Principal Outstanding



RESERVES



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.60 M	\$0.57 M	\$0.57 M	\$0.00 M
Closing	\$0.00 M	\$0.91 M	\$2.73 M	\$1.82 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$7.35 M	% of total
Unrestricted Cash	\$2.84 M	38.6%
Restricted Cash	\$4.52 M	61.4%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.04 M	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		66.8%
30 to 90 Days		33.2%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.35 M	% Collected
Rates Receivable	\$0.15 M	94.9%
Trade Receivable	\$0.20 M	% Outstanding
30 to 90 Days		47.7%
Over 90 Days		0.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	\$0.40 M	\$2.60 M	\$2.20 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.72 M	% Variance
YTD Budget	\$2.72 M	0.1%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$3.12 M	% Variance
YTD Budget	\$1.14 M	172.7%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.68 M	% Variance
YTD Budget	\$0.68 M	(1.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.54 M)	(\$0.06 M)	(\$0.82 M)	(\$0.77 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.08 M	%
Adopted Budget	\$0.35 M	(77.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$3.91 M	% Spent
Adopted Budget	\$7.23 M	(45.9%)

Refer to Note 8 - Capital Acquisitions

Capital Grants		
YTD Actual	\$3.01 M	% Received
Adopted Budget	\$4.34 M	(30.7%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.85 M	(\$0.01 M)	\$0.37 M	\$0.38 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	\$0.03 M
Principal due	\$1.45 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.52 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2022**

STATUTORY REPORTING PROGRAMS

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	597,236	574,085	574,085	574,085	0	0.00%	
Revenue from operating activities								
Governance		1,500	1,500	1,125	485	(640)	(56.89%)	
General purpose funding - general rates	6	2,730,415	2,720,415	2,720,415	2,722,103	1,688	0.06%	
General purpose funding - other		977,107	1,118,079	1,104,877	2,778,673	1,673,796	151.49%	▲
Law, order and public safety		56,623	63,123	62,638	67,238	4,600	7.34%	
Health		220,389	235,389	184,587	19,352	(165,235)	(89.52%)	▼
Education and welfare		154,819	154,819	151,450	143,772	(7,678)	(5.07%)	
Housing		134,890	134,890	124,501	119,611	(4,890)	(3.93%)	
Community amenities		307,071	348,621	312,610	336,010	23,400	7.49%	
Recreation and culture		56,510	147,187	145,165	146,202	1,037	0.71%	
Transport		275,760	261,356	203,494	201,308	(2,186)	(1.07%)	
Economic services		81,834	87,734	77,469	84,551	7,082	9.14%	
Other property and services		82,100	108,102	103,557	101,766	(1,791)	(1.73%)	
		5,079,018	5,381,215	5,191,888	6,721,071	1,529,183		
Expenditure from operating activities								
Governance		(836,098)	(827,256)	(723,330)	(618,810)	104,520	14.45%	▲
General purpose funding		(76,649)	(76,649)	(56,407)	(57,126)	(719)	(1.27%)	
Law, order and public safety		(228,699)	(514,799)	(454,719)	(502,429)	(47,710)	(10.49%)	▼
Health		(664,802)	(682,725)	(591,966)	(379,616)	212,350	35.87%	▲
Education and welfare		(383,027)	(395,527)	(363,622)	(304,051)	59,571	16.38%	▲
Housing		(164,313)	(164,313)	(146,035)	(140,919)	5,116	3.50%	
Community amenities		(693,600)	(733,682)	(624,429)	(591,411)	33,018	5.29%	
Recreation and culture		(1,712,776)	(1,712,226)	(1,533,208)	(1,469,745)	63,463	4.14%	
Transport		(3,043,437)	(3,104,033)	(2,785,073)	(2,446,227)	338,846	12.17%	▲
Economic services		(470,995)	(506,449)	(454,287)	(363,094)	91,193	20.07%	▲
Other property and services		(142,089)	(179,890)	(176,007)	(429,471)	(253,464)	(144.01%)	▼
		(8,416,485)	(8,897,549)	(7,909,083)	(7,302,899)	606,184		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	3,496,811	3,114,307	3,183,821	69,514	2.23%	
Amount attributable to operating activities		89,891	(19,523)	397,112	2,601,993	2,204,881		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	4,555,799	3,417,464	3,009,589	(407,875)	(11.94%)	▼
Proceeds from disposal of assets	7	351,400	269,450	92,500	80,545	(11,955)	(12.92%)	▼
Payments for property, plant and equipment and infrastructure	8	(7,229,755)	(7,412,343)	(3,565,469)	(3,911,680)	(346,211)	(9.71%)	
		(2,535,209)	(2,587,094)	(55,505)	(821,546)	(766,041)		
Financing Activities								
Transfer from reserves	10	2,099,103	2,274,103	0	2,087,846	2,087,846	0.00%	▲
Repayment of debentures	9	(86,121)	(86,121)	0	(42,567)	(42,567)	0.00%	▼
Transfer to reserves	10	(164,900)	(155,450)	(7,327)	(1,674,498)	(1,667,171)	(22753.37%)	▼
Amount attributable to financing activities		1,848,082	2,032,532	(7,327)	370,781	378,108		
Closing funding surplus / (deficit)	1(c)	0	0	908,365	2,725,313			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MAY 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	597,236	574,085	574,085	574,085	0	0.00%	
Revenue from operating activities								
Rates	6	2,730,415	2,720,415	2,720,415	2,722,103	1,688	0.06%	
Operating grants, subsidies and contributions	12	1,409,081	1,645,280	1,596,673	3,119,027	1,522,354	95.35%	▲
Fees and charges		694,792	733,692	683,476	676,165	(7,311)	(1.07%)	
Interest earnings		41,660	30,050	18,359	21,323	2,964	16.14%	
Other revenue		114,766	184,326	169,963	179,269	9,306	5.48%	
Profit on disposal of assets	7	88,304	67,452	3,002	3,186	184	6.13%	
		5,079,018	5,381,215	5,191,888	6,721,073	1,529,185		
Expenditure from operating activities								
Employee costs		(2,332,392)	(2,439,846)	(2,242,630)	(2,073,690)	168,940	7.53%	
Materials and contracts		(1,867,136)	(2,000,211)	(1,748,240)	(1,218,802)	529,438	30.28%	▲
Utility charges		(288,875)	(288,875)	(238,916)	(213,462)	25,454	10.65%	▲
Depreciation on non-current assets		(3,398,230)	(3,398,229)	(3,114,529)	(3,189,266)	(74,737)	(2.40%)	
Interest expenses		(68,431)	(68,432)	(34,709)	(34,709)	0	0.00%	
Insurance expenses		(235,165)	(235,800)	(233,774)	(229,462)	4,312	1.84%	
Other expenditure		(159,279)	(350,577)	(293,505)	(340,730)	(47,225)	(16.09%)	▼
Loss on disposal of assets	7	(66,977)	(115,578)	(2,780)	(2,780)	0	0.00%	
		(8,416,485)	(8,897,549)	(7,909,083)	(7,302,901)	606,182		
Non-cash amounts excluded from operating activities	1(a)	3,427,358	3,496,811	3,114,307	3,183,821	69,514	2.23%	
Amount attributable to operating activities		89,891	(19,523)	397,112	2,601,993	2,204,881		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13	4,343,146	4,555,799	3,417,464	3,009,589	(407,875)	(11.94%)	▼
Proceeds from disposal of assets	7	351,400	269,450	92,500	80,545	(11,955)	(12.92%)	▼
Payments for property, plant and equipment	8	(7,229,755)	(7,412,343)	(3,565,469)	(3,911,680)	(346,211)	(9.71%)	
		(2,535,209)	(2,587,094)	(55,505)	(821,546)	(766,041)		
Amount attributable to investing activities		(2,535,209)	(2,587,094)	(55,505)	(821,546)	(766,041)		
Financing Activities								
Transfer from reserves	10	2,099,103	2,274,103	0	2,087,846	2,087,846	0.00%	▲
Repayment of debentures	9	(86,121)	(86,121)	0	(42,567)	(42,567)	0.00%	▼
Transfer to reserves	10	(164,900)	(155,450)	(7,327)	(1,674,498)	(1,667,171)	(22753.37%)	▼
Amount attributable to financing activities		1,848,082	2,032,532	(7,327)	370,781	378,108		
Closing funding surplus / (deficit)	1(c)	0	(0)	908,365	2,725,313			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

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

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2021

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(88,304)	(3,002)	(3,186)
Movement in Other Accruals		0	0	(5,039)
Movement in employee benefit provisions (non-current)		50,456		
Add: Loss on asset disposals	7	66,977	2,780	2,780
Add: Depreciation on assets		3,398,229	3,114,529	3,189,266
Total non-cash items excluded from operating activities		3,427,358	3,114,307	3,183,821

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 May 2021	Year to Date 31 May 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(4,930,126)	(2,398,577)	(4,516,778)
Less: Land Held for Resale - Current		(60,000)	(80,000)	(60,000)
Add: Borrowings	9	86,121	41,602	43,554
Total adjustments to net current assets		(4,904,005)	(2,436,975)	(4,533,224)

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

Current assets

Cash and cash equivalents	2	3,187,210	3,283,802	2,838,021.84
Financial assets at amortised cost	2	3,053,498	2,398,577	4,516,779.00
Rates receivables	3	149,288	179,962	148,749
Receivables	3	52,981	181,578	203,724
Other current assets	4	134,894	161,142	78,899
Less: Current liabilities				
Payables	5	(223,985)	(760,025)	(43,748)
Borrowings	9	(86,121)	(41,602)	(43,554)
Contract liabilities	11	(486,846)	(345,627)	(137,505)
Provisions	11	(302,829)	0	(302,829)
Less: Total adjustments to net current assets	1(b)	(4,904,005)	(2,436,975)	(4,533,224)
Closing funding surplus / (deficit)		574,085	2,620,832	2,725,313

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(b) Adjusted Net Current Assets

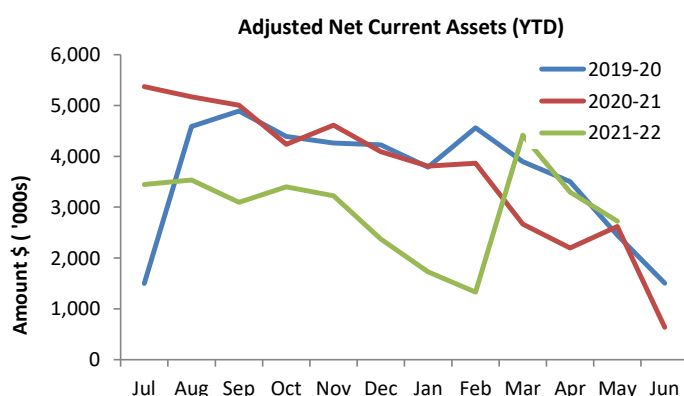
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 31 May 2021	Year to Date Actual 31 May 2022
		\$	\$	\$
Current Assets				
Short term Investment	2	1,067,143	2,596,561	2,497,963
Cash Unrestricted	2	243,439	687,241	340,059
Cash Restricted	2	4,930,126	2,398,577	4,516,779
Receivables - Rates	3	149,288	179,962	148,749
Receivables - Other	3	51,953	181,578	148,276
Accrued Income		(13,381)	0	177
Interest / ATO Receivable		1,028	13,083	55,448
Joint Venture - ROE Health		0	0	25,835
Joint Venture - ROERoc Bending Regional Tip		0	0	(8,326)
Inventories		88,275	68,059	1,213
Land held for resale - current		60,000	80,000	60,000
		6,577,873	6,205,060	7,786,173
Less: Current Liabilities				
Payables	5	(710,833)	(760,025)	(181,252)
Provisions - employee	11	(302,829)	(345,627)	(302,829)
Long term borrowings	9	(86,121)	(41,602)	(43,554)
		(1,099,784)	(1,147,254)	(527,636)
Unadjusted Net Current Assets		5,478,089	5,057,807	7,258,537
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	10	(4,930,126)	(2,398,577)	(4,516,779)
Less: Land held for resale		(60,000)	(80,000)	(60,000)
Add: Long term borrowings	11	86,121	41,602	43,554
Adjusted Net Current Assets		574,085	2,620,832	2,725,313

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus (Deficit)
\$2.73 M
Last Year YTD
Surplus (Deficit)
\$2.62 M

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash and Floats	Cash and cash equivalents	900		900				
At Call Deposits								
Municipal Fund	Cash and cash equivalents	339,159		339,159		NAB		At Call
Trust Fund	Cash and cash equivalents	0		0	122,246	NAB		At Call
Edna Stevenson Trust Fund	Cash and cash equivalents	0		0	885,438	NAB		At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	959	NAB		At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	2,497,963		2,497,963		WATC	0.20%	At Call
		0		0				
Term Deposits								
Reserve Fund	Financial assets at amortised cost	0	2,849,607	2,849,607		NAB	0.25%	26/06/2022
Reserve Fund - Grants & Contributions	Financial assets at amortised cost	0	1,667,172	1,667,172		NAB	0.25%	27/06/2022
Total		2,838,022	4,516,779	7,354,801	1,008,643			
Comprising								
Cash and cash equivalents		2,838,022	0	2,838,022	1,008,643			
Financial assets at amortised cost		0	4,516,779	4,516,779	0			
		2,838,022	4,516,779	7,354,801	1,008,643			

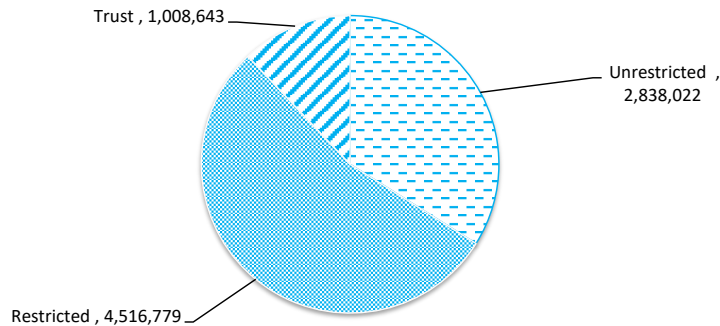
KEY INFORMATION

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

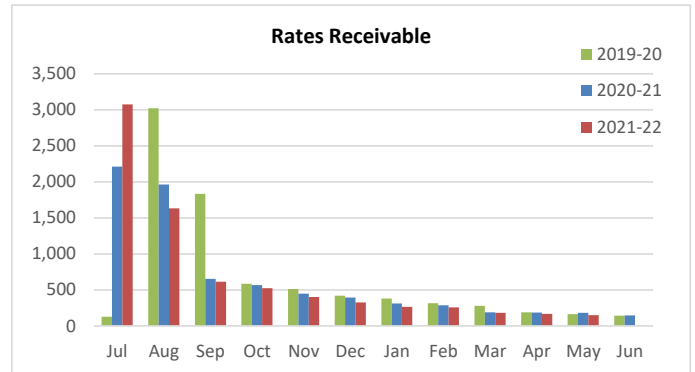
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2021	31 May 2022
	\$	\$
Opening arrears previous years	155,860	149,288
Levied this year	2,658,045	2,763,231
Less - collections to date	(2,664,617)	(2,763,770)
Equals current outstanding	149,288	148,749
Net rates collectable	149,288	148,749
% Collected	94.7%	94.9%

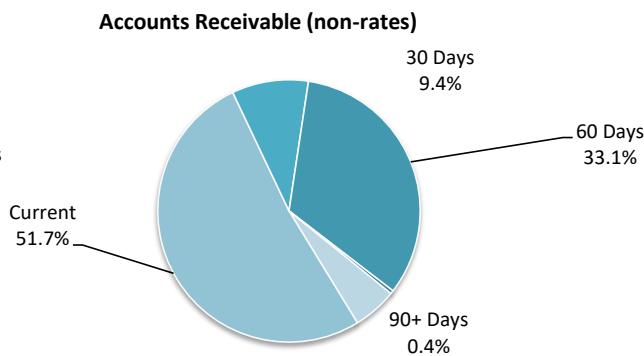


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(9,011)	85,712	15,642	54,825	665	147,833
Percentage	(6.1%)	58%	10.6%	37.1%	0.4%	
Balance per trial balance						
Sundry receivable						147,832
GST receivable						55,448
Staff Salary Sacrifice Arrangements						444
Total receivables general outstanding						203,724

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
	\$	\$	\$	\$
Inventory				
Fuel & Materials	88,275		(87,062)	1,213
Land held for resale				
Cost of acquisition	60,000			60,000
Other current assets				
Accrued income	(13,381)	13,558		177
Joint Venture - ROE Health	0		25,835	25,835
Joint Venture - ROERoc Bending Tip	0		(8,326)	(8,326)
Total other current assets	134,894	13,558	(69,553)	78,899
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

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

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

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

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

Contract assets

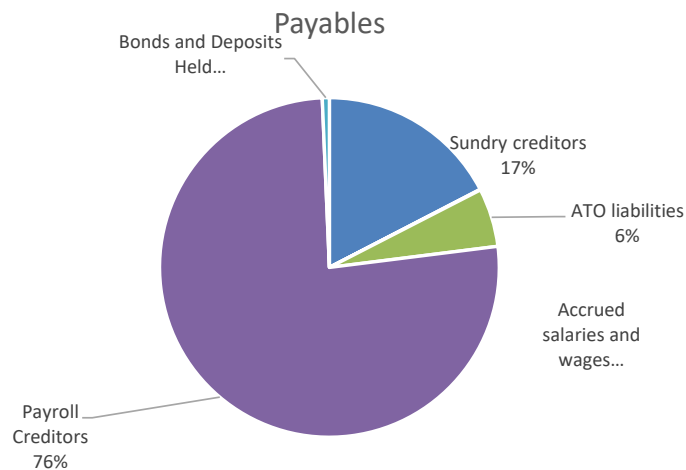
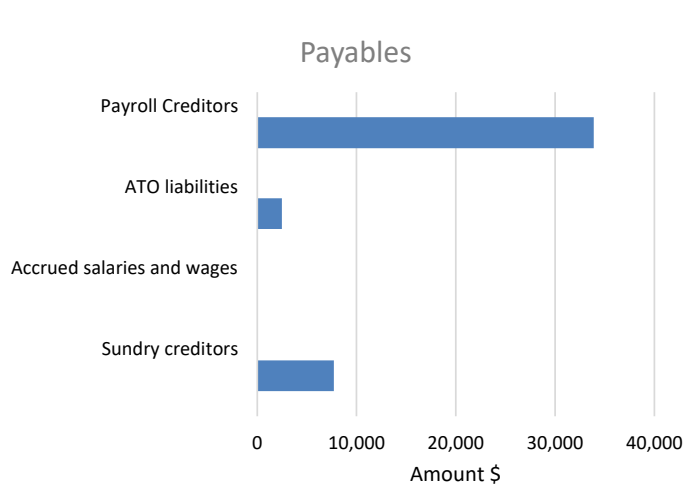
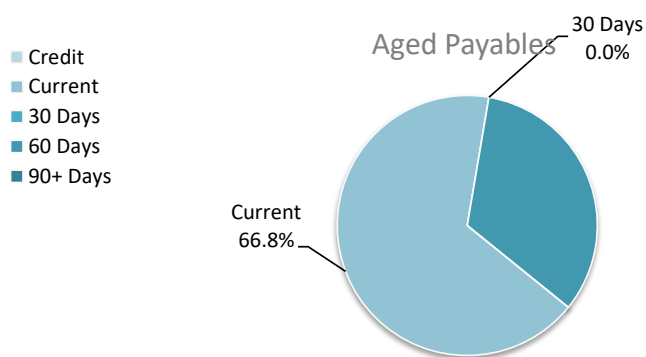
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	393	0	195	0	588
Payables - ESL liability	0	0	7,133	0	0	7,133
Percentage	0%	66.8%	0%	33.2%	0%	
Balance per trial balance						
Sundry creditors						7,721
Accrued salaries and wages						(26)
ATO liabilities						2,469
Payroll Creditors						33,884
Bonds and Deposits Held						(300)
Total payables general outstanding						43,748

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



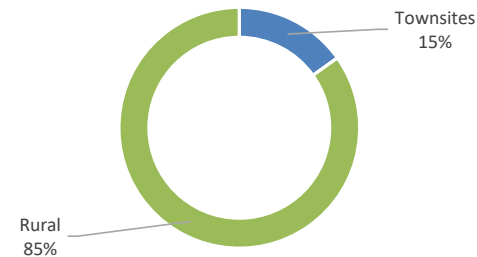
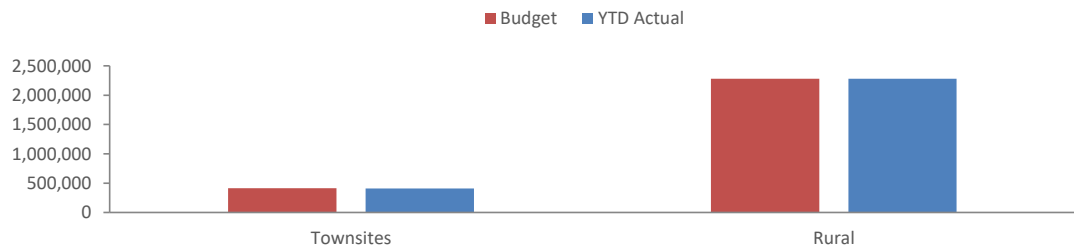
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

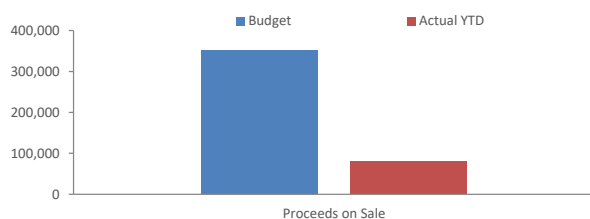
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Townsites	0.09395	410	4,421,914	415,426	0	0	415,426	415,426	(8,211)	0	407,215
Unimproved value											
Rural	0.01278	344	178,401,735	2,279,439	0	0	2,279,439	2,279,439	(101)	0	2,279,338
Sub-Total		754	182,823,649	2,694,865	0	0	2,694,865	2,694,865	(8,311)	0	2,686,553
Minimum payment	Minimum \$										
Gross rental value											
Townsites	450	55	102,259	24,750	0	0	24,750	24,750	0	0	24,750
Unimproved value											
Rural	450	24	293,598	10,800	0	0	10,800	10,800	0	0	10,800
Sub-total		79	395,857	35,550	0	0	35,550	35,550	0	0	35,550
Amount from general rates							2,730,415				2,722,103
Ex-gratia rates							41,128				41,128
Total general rates							2,771,543				2,763,231

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



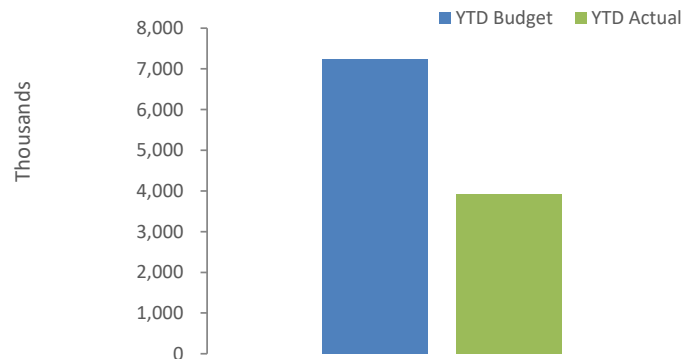
Asset Ref.	Asset description	Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Land and Buildings												
	Granite Rise Blocks	60,000	78,900	18,900	0	30,000	39,450	9,450	0	0	0	0	0
	Plant and equipment												
	Law, order, public safety												
	1COH392 Central Brigade Fire Truck	44,620	0	0	(44,620)	44,620	0	0	(44,620)	0	0	0	0
	Health												
	4CR 2021 Isuzu MUX	32,500	25,000	0	(7,500)	32,500	25,000	0	(7,500)	0	0	0	0
	CR1000 2018 Toyota Kluger	44,857	35,000	0	(9,857)	40,962	38,182	0	(2,780)	40,962	38,182	0	(2,780)
	Community amenities												
	Glass Crusher	0	0	0	0	45,082	20,000	0	(25,082)			0	0
	Transport												
	CR7 2011 Iveco Powerstar Prime Mover	85,596	100,000	14,404	0	85,596	50,000	0	(35,596)	0	0	0	0
	CR23 2005 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	50,000	50,000	0	0	0	0	0
	2008 Spreader Horward Bagshaw or Bredrock	0	5,000	5,000	0	0	5,000	5,000	0	0	0	0	0
	Other property and services												
	1CR 2021 Toyota Prado	62,500	57,500	0	(5,000)	38,816	41,818	3,002	0	38,816	41,818	3,002	0
	Rotary Park Play Equipment	0	0	0	0	0	0	0	0	362	545	184	0
		330,073	351,400	88,304	(66,977)	317,576	269,450	67,452	(115,578)	80,140	80,545	3,186	(2,780)



Capital acquisitions	Budget	Adopted Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings - specialised	777,821	770,019	397,198	402,207	5,009
Furniture and equipment	0	25,000	0	0	0
Plant and equipment	1,325,000	1,487,553	595,053	600,020	4,967
Infrastructure - roads	3,156,759	3,156,756	2,091,802	2,018,591	(73,211)
Infrastructure - Footpaths	1,970,175	1,973,015	481,416	890,862	409,446
Payments for Capital Acquisitions	7,229,755	7,412,343	3,565,469	3,911,680	346,211
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,343,146	0	3,417,464	3,009,589	(407,875)
Other (disposals & C/Fwd)	351,400	269,450	92,500	80,545	(11,955)
Cash backed reserves					
Recreation and Events Centre Reserve	220,000	208,034	0	208,034	208,034
Grants and Contributions Reserve	1,879,103	1,879,812	0	1,879,812	1,879,812
Contribution - operations	436,106	5,055,047	55,505	(1,266,299)	(1,321,804)
Capital funding total	7,229,755	7,412,343	3,565,469	3,911,680	346,211

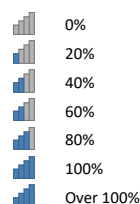
SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



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

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

Account Description	Adopted			YTD Actual	Variance (Under)/Over
	Budget	Amended Budget	YTD Budget		
Land and Buildings					
8411	Retention of Final Payment for Aged Housing	51,153	51,153	0	0
13282	Retention of Final Payment for Caravan Park Ablutions	3,908	3,908	0	0
7780	Wellness Centre Refurbishment	207,760	207,760	0	21,670
11186	Bullaring Hall Asbestos Removal	80,000	0	0	0
11187	Bulyee Toilet Block	60,000	60,000	0	13,879
11370	Gorge Rock Toilet Block	50,000	50,000	0	1,410
11180	Town Hall Painting & Improvements - Exterior	50,000	170,299	170,299	161,326
11185	Roads Board Conservation Works	275,000	201,899	201,899	203,922
11180	Town Hall Reinstatement of Steps	0	25,000	25,000	0
		777,821	770,019	397,198	402,207
Furniture and Equipment					
4180	Upgrade Chambers Information Technology	0	25,000	0	0
		0	25,000	0	0
Plant & Equipment					
14582	Purchase and Disposal of 1CR Mazda Asaki (C/Over 20/21)	65,000	70,803	70,803	70,802
7480	Purchase and Disposal of 4CR Isuzu MUX	35,000	35,000	0	0
7781	Purchase and Disposal of CR1000 Toyota Kluger	45,000	51,750	51,750	51,750
12381	Purchase and Disposal of Iveco Prime Mover	200,000	350,000	0	0
12377	Purchase and Disposal of Hino Dutro	500,000	500,000	0	0
15181	New BFB Truck - Central Brigade	450,000	450,000	450,000	464,801
14287	Major Repair to Horward Bagshaw Spreader	10,000	10,000	5,250	5,250
14287	Purchase and Disposal of Small Plant	20,000	20,000	17,250	7,417
		1,325,000	1,487,553	595,053	600,020
Infrastructure - Roads					
RG172	Corrigin Quairading Road	552,034	552,034	552,034	544,582
WFN007	Rabbit Proof Fence Road	1,539,771	1,539,768	1,539,768	1,089,940
RR003	Bullaring Pingelly Road	56,000	56,000	0	0
RR001	Bendering Road	144,500	144,500	0	68,565
RR004	Bullaring Gorge Rock Road	517,000	517,000	0	203,127
MR010	Yealering Kulin Road	40,760	40,760	0	0
MR126	Adam Street	70,000	70,000	0	69,437
MR018	Lomos South Road	72,994	72,994	0	681
CR011	Bilbarin Quairading Road	129,700	129,700	0	42,260
CR131	Hill Street	21,000	21,000	0	0
CR142	Connelly Parade	13,000	13,000	0	0
		3,156,759	3,156,756	2,091,802	2,018,591
Infrastructure - Other					
12281	Footpath Upgrade	84,336	84,336	84,336	44,505
13285	Rotary Park Upgrade	1,436,599	1,436,599	0	444,758
10185	Waste Oil Facility	25,000	25,000	0	4,520
11390	Upgrade to Oval Lighting	374,240	340,300	340,300	340,299
11293	Non Slip Coating to Pool facility & Replace Filter in Hydro Pool	50,000	56,780	56,780	56,780
13480	Upgrade to Saleyards	0	30,000	0	0
		1,970,175	1,973,015	481,416	890,862
		7,229,755	7,412,343	3,565,469	3,911,680
					(346,211)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	
Recreation and culture								
Community Recreation & Events Centre	102	1,496,092	42,567	86,121	1,453,525	1,409,971	34,709	68,432
Total		1,496,092	42,567	86,121	1,453,525	1,409,971	34,709	68,432
Current borrowings		86,121			43,554			
Non-current borrowings		1,409,971			1,409,971			
		1,496,092			1,453,525			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

Cash backed reserve

Reserve name	Budget			Amended Budget			Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance	
	Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Amended Budget Transfers In (+)	Amended Budget Transfers Out (-)					Amended Budget Closing Balance
Employee Entitlements Reserve	\$ 171,090		\$ 0	\$ 171,090		\$ 0	\$ 171,090	398	0	0	171,488
Staff Housing Reserve	347,261	20,000	0	367,261	20,000	0	367,261	808	0	0	348,069
Office Equipment Reserve	21,609	10,000	0	31,609	10,000	0	31,609	50	0	0	21,659
Plant Replacement Reserve	1,229,600	0	0	1,229,600	0	(150,000)	1,079,600	2,862	0	0	1,232,462
Swimming Pool Reserve	181,112	30,000	0	211,112	30,000	0	211,112	422	0	0	181,534
Roadworks Reserve	297,539	0	0	297,539	0	0	297,539	693	0	0	298,232
Land Subdivision Reserve	91,617	18,900	0	110,517	9,450	0	101,067	213	0	0	91,830
Townscape Reserve	12,738	5,000	0	17,738	5,000	0	17,738	30	0	0	12,768
Medical Reserve	24,870	10,000	0	34,870	10,000	0	34,870	58	0	0	24,928
LGCHP Long Term Maintenance Reserve	10,269	0	0	10,269	0	0	10,269	24	0	0	10,293
Rockview Land Reserve	6,924	1,000	0	7,924	1,000	0	7,924	16	0	0	6,940
Senior Citizens Reserve	43,549	0	0	43,549	0	0	43,549	101	0	0	43,650
Town Hall Reserve	109,823	0	0	109,823	0	(25,000)	84,823	256	0	0	110,079
Recreation and Events Centre Reserve	423,726	60,000	(220,000)	263,726	60,000	(220,000)	263,726	502	0	(208,034)	216,194
Bendering Tip Reserve	79,296	10,000	0	89,296	10,000	0	89,296	185	0	0	79,481
Grants and Contributions Reserve	1,879,103	0	(1,879,103)	0	0	(1,879,103)	0	709	1,667,171	(1,879,812)	1,667,171
	4,930,126	164,900	(2,099,103)	2,995,923	155,450	(2,274,103)	2,811,473	7,327	1,667,171	(2,087,846)	4,516,778

KEY INFORMATION

	Note	Opening Balance 1 July 2021	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		468,633	-	95,125	(466,158)	97,600
- Rubbish Service - Inc Rec'd in Advance		-	-	208,306	(190,948)	17,358
- Excess Rates - Inc Rec'd in Advance		18,213	-	24,375	(20,041)	22,547
Total other liabilities		486,846	-	327,806	(677,147)	137,505
Provisions						
Provision for annual leave		186,391	-	-	-	186,391
Provision for long service leave		116,438	-	-	-	116,438
Total Provisions		302,829	-	-	-	302,829
Total other current liabilities		789,675	0	327,806	(677,147)	440,334
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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 benefits

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

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
Federal Assistance Grant - General Purpose	566,882	425,163	1,714,271
Federal Assistance Grant - Roads	309,437	232,077	974,802
Law, order, public safety			
DFES Grant	47,023	47,023	57,865
Education and welfare			
DPIRD CRC Grant	106,237	106,237	97,461
Resource Centre Grant - Miscellaneous	5,000	4,165	5,118
Recreation and culture			
Thank a Volunteer Grant	855	855	0
Healthways Grant (Park Party)	3,500	3,500	21,005
Transport			
Main Roads Direct Grant	178,056	178,056	178,056
	1,216,990	997,076	3,048,577
Operating contributions			
Health			
ROEROC Scheme Reimbursement Income	189,091	141,819	0
Education and welfare			
CRC Conference Reimbursement	500	0	0
Recreation and culture			
Community Donations (Park Party)	2,500	2,500	0
Hockey Club Contribution to Oval Lighting	2,500	2,500	70,450
	194,591	146,819	70,450
TOTALS	1,411,581	1,143,895	3,119,027

Provider	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$
Non-operating grants and subsidies				
Law, order, public safety				
FESA Capital Grant - New Truck	450,000	450,000	450,000	464,801
Recreation and culture				
Local Community Infrastructure & Road Program - Town Hall	50,000	122,216	122,216	122,216
Local Community Infrastructure & Road Program - Roads Board	274,115	201,899	174,883	118,942
CSRFF Funding - Oval Lighting	0	58,725	58,725	50,212
Transport				
Regional Road Group	368,023	365,000	272,995	309,871
Roads to Recovery	435,275	435,275	326,457	435,755
Wheatbelt Secondary Freight Network	1,289,181	1,433,632	1,111,336	1,241,058
Regional Bicycle Network	42,168	54,668	36,000	41,734
Economic services				
Drought Communities Program - Rotary Park	490,200	490,200	490,200	225,000
Local Community Infrastructure & Road Program - Rotary Park	944,184	944,184	824,652	0
	4,343,146	4,555,799	3,867,464	3,009,589
Non-operating contributions				
TOTALS	4,343,146	4,555,799	3,867,464	3,009,589

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**NOTE 14
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 May 2022
	\$	\$	\$	\$
Community Funds Held	64,608	100,051	(42,534)	122,124
Edna Stevenson Educational Trust	902,767	409	(17,738)	885,438
Police Licensing	1,282	497,293	(497,616)	959
Westrail Bus Ticketing	219	572	(670)	121
BCITF	0	1,768	(1,768)	0
	968,876	600,093	(560,326)	1,008,643

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 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		
	\$	%		
Revenue from operating activities				
Governance	(640)	(56.89%)	Timing	Under anticipated YTD reimbursement income.
General purpose funding - other	1,673,796	151.49%	▲ Permanent	Advance FAGS funding received for 22/23 FY.
Health	(165,235)	(89.52%)	▼ Permanent	ROE Health and Bending Revenue transaction activity adjusted to be reflected in the balance sheet as per OAG requirements at 30 June 2021 audit.
Community amenities	23,400	7.49%	Timing	Tip fees received from Main Roads Contractors for large disposal.Container Deposit Commission over anticipated YTD budget.
Expenditure from operating activities				
Governance	104,520	14.45%	▲ Timing	Expenditure is below anticipated YTD budget across program.
Law, order and public safety	(47,710)	(10.49%)	▼ Timing	Expenditure is above anticipated DRFAWA budget. Budget was an estimate as actual expenditure for the Fire event was not predictable at the time of budget review.
Health	212,350	35.87%	▲ Timing	ROE Health and Bending Revenue transaction activity adjusted to be reflected in the balance sheet as per OAG requirements at 30 June 2021 audit. Program overall is under anticipated YTD budget.
Education and welfare	59,571	16.38%	▲ Timing	Expenditure is below anticipated YTD budget across program.
Community amenities	33,018	5.29%	Timing	Expenditure is below anticipated YTD budget across program.
Recreation and culture	63,463	4.14%	Timing	Main Oval and CREC Operating expenditure is below anticipated YTD budget, expenditure across the program is below anticipated YTD budget.
Transport	338,846	12.17%	▲ Timing	Expenditure is below budget due to DFES incident, staff and plant were utilised for mitigation and recovery rather than carrying out road maintenance tasks.
Economic services	91,193	20.07%	▲ Timing	Anticipated YTD expenditure is under YTD budget across the program. Standpipe expense under budget due to heavy rainfall during the year, less water being taken from standpipes.
Other property and services	(253,464)	(144.01%)	▼ Timing	Works overhead allocations over budget. Corrections required.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(407,875)	(11.94%)	▼ Timing	Anticipated grant revenue is below YTD budget due to capital program being delayed and projects expected to be carried forward.



DELEGATION REGISTER

2022

Adopted by Council, Council Resolution

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Shire of Corrigin



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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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <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"> 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: <ol style="list-style-type: none"> 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)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	NIL. Sub-delegation is prohibited by s.7.1B.

Compliance Links:	<p>Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</p> <p>Audit and Risk Committee Terms of Reference</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 8.11 Audit and Risk Management Committee - Policy 8.12 Appoint of Auditor, Scope of Works and Notification of Appointments
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Record Keeping:

Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

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

1.2 Council to CEO

Note: Any sub-delegation under the Local Government Act 1995 requires that an employee complete a Primary and subsequent Annual return. These sub-delegations^[HT1] will be marked throughout the Delegations register with a red asterisk*.

1.2.1 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	Local Government Act 1995: s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2—Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	Chief Executive Officer
Function: <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 'authorised officers' under Regulation 70(2) of the <u>Building Regulations 2012</u> and section 9.16 of the <u>Local Government Act 1995</u> for the purposes of issuing Building Act 2011 Infringement Notices in accordance with section 6(b) of the <u>Criminal Procedures Act 2004</u>. (Building Reg.70(2) prescribes s.9.10(1) of the <u>Local Government Act 1995</u> as the enabling power for appointment of 'authorised officers'.) 2.. Authority to appoint authorised person for the purposes of section 15 the <u>Graffiti Vandalism Act 2016</u>, which prescribes Part 9 of the <u>Local Government Act 1995</u> as the enabling power.
Council Conditions on this Delegation:	a.— A register of Authorised Persons is to be maintained as a Local Government Record. b.— Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Compliance Links:	Shire of Corrigin Register of Policies
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.

~~Version Control:~~

1	Delegations register adopted by Council 18 June 2019
2	Delegations register adopted by Council 15 June 2021
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[HT2]

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.21.2.1 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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>Local Government Act 1995: 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.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

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1	Delegations register adopted by Council 18 June 2019
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.31.2.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.34 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works and Services*
CEO Conditions on this Sub-Delegation: <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 Local Government Act 1995 and are required to provide Primary and Annual Returns 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
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.41.2.3 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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] 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]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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>Local Government Act 1995: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.</p>
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Version Control:

1	Delegations register adopted by Council 18 June 2019

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.2.51.2.4 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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>Shire of Corrigin Health Local Law 2016</i>
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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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

4.2.61.2.5 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 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"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 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] 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].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 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)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works and Services*
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <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 Local Government Act 1995 and are required to provide Primary and Annual Returns NIL
Record Keeping:	Notices, File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

4.2.71.2.6 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 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&G r.23].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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 Local Government Act 1995 and are required to provide Primary and Annual Returns</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

Version Control:

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

4.2.81.2.7 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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 r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract [HT9] r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14 (2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 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&G r.14(5)]. <p>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 a sole supplier arrangement [F&G r.11(f)].</p> <p>3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)].</p> <p>4. Authority to invite tenders although not required to do so [F&G r.13].</p> <p>5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)].</p> <p>6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].</p> <p>7. 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</p>

1. Local Government Act 1995 Delegations

	<p>copies of the tender information is provided notice of the variation [F&G r.14(5)].</p> <p>8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(HT10)(4)].</p> <p>9. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].</p> <p>10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$value detailed in condition (c) on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)].</p> <p>14. Authority to:</p> <p style="padding-left: 20px;">i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.</p> <p style="padding-left: 20px;">ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].</p> <p>15. Authority to accept another tender where within 6 months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <p style="padding-left: 20px;">i. A detailed specification;</p> <p style="padding-left: 20px;">ii. The outcomes of market testing of the specification;</p> <p style="padding-left: 20px;">iii. The reasons why market testing has not met the requirements of the specification; and</p> <p style="padding-left: 20px;">iv. Rationale for why the supply is unique and cannot be sources through other suppliers;</p> <p>b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the</p>

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Shire of Corrigin



1. Local Government Act 1995 Delegations

	<p>exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ol style="list-style-type: none"> I. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or, II. current supply contract expiry is imminent; and III. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and IV. tThe tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.</p> <p>d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.</p>
Express Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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[HT11] provide <i>Primary and Annual Returns</i></p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
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. Local Government Act 1995 Delegations

4.2.91.2.8 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options during State of Emergency

GUIDANCE NOTE: {Delete prior to finalising the Register for Council adoption}

Varying a Contract with a Successful Tenderer Functions and General Regulation 21A (and its delegation or sub-delegation) enables contract variations after a contract has been formed with a successful tenderer.

Making, varying or discharging contracts formed through procurement under the adopted Purchasing Policy or a tender exempt process (i.e. other than a tender), are **NOT** subject to F&G r.21A.

Section.9.49B applies to contracts generally and requires that any person making decisions to make, vary or discharge a contract, must do so under the authority of the Local Government. Meaning there must either be; an express Council resolution enabling the CEO to administer the contract OR a contract matter determined under delegation OR the contract is operational in nature and may be administered by the CEO (or officers by Acting Through).

It is recommended that the Council set principles and limitations applicable to the administration of all contract variations (whether the contract was established by tender or not) by either:

- Adopting a Contract Variations policy, which prescribes the principles and limitations by which the Local Government's Administration may determine appropriate variations; OR
- Including an additional resolution, made at the time of a resolution to form a contract, authorising the CEO to negotiate and administer variations within described limitations i.e. The CEO is authorised to negotiate minor contract variations to an aggregated value of not more than 5% of the total contract value of \$000,000^[HT12], with any variations beyond this limitation being referred for Council decision.

Contract Management

The CEO may assign operational contract management responsibilities via position descriptions or documented procedures.

Exercising Contract Extension Options

The Office of the Auditor General (OAG) Report 'Local Government Contract Extensions and Variations' dated 4 May 2020 identified risks where Local Governments do not sufficiently manage and review performance of contractors throughout a contract and / or where this information is not adequately considered before a contract extension option is exercised.

This OAG Report included recommendation 1(e):

- (e) improve review processes relating to contract extensions, including timely and documented reviews of contractor performance before exercising contract extension options.

WALGA Template Purchasing Policy

This Delegation is drafted to align with the WALGA Template Purchasing Policy.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996:

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1. Local Government Act 1995 Delegations

	<p>Regulation r.11 (2)(j) Exercising contract extension options r.18 (2), (4), (4a), (5),(6) and (7) Rejecting and accepting tenders 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja) r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. <u>Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)].</u></p> <p>2. <u>Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</u></p> <p>3. <u>Authority to assess, by written evaluation, tenders that have not been rejected, to determine:</u></p> <p>i. <u>The extent to which each tender satisfies the criteria for deciding which tender to accept; and</u></p> <p>ii. <u>To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)].</u></p> <p>4. <u>Authority to decline to accept any tender [F&G r.18(5)].</u></p> <p>5. <u>Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)].</u></p> <p>6. <u>Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)].</u></p> <p>7. <u>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 OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].</u></p> <p>8. <u>Authority to vary a tendered contract, after 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 beyond 5% or to a maximum of \$50,000 whichever is the lesser value [F&G r.21A(a)].</u></p> <p>9. <u>Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</u></p> <p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to</p>

1. Local Government Act 1995 Delegations

	<p>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)].</p> <p>This authority relates to:</p> <ul style="list-style-type: none"> • 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 • contracts formed through a public tender.
<p>Council Conditions on this Delegation:</p>	<p><u><i>GUIDANCE NOTE: {Delete prior to finalising the Register for Council adoption} The following Conditions are examples only – modify or delete to meet your Local Government’s requirements.</i></u></p> <p>a. <u>Exercise of authority under F&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.</u></p> <p>b. <u>In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</u></p> <ul style="list-style-type: none"> i. <u>The total consideration under the resulting contract is \$250,000 or less;</u> ii. <u>The expense is included in the adopted Annual Budget; and</u> iii. <u>The tenderer has complied with requirements under F&G r.18(2) and (4).</u> <p>c. <u>A decision to vary a tendered contract before entry into the contract [F&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.</u></p> <p>d. <u>A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted <<Council Policy 'Contract Variations'^{KB13}>> and must include evidence that the variation is necessary and does not change the scope of the contract.</u></p> <p>e. <u>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) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</u></p> <p>f. <u><<Council has discretion to determine any conditions / limitations applicable to the use of delegated powers or duties>></u></p> <p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ul style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government;

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	<p>iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</p> <p>iv. It has potential to promote local and/or regional economic benefits.</p> <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$300,000 or less.</p> <p>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 President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8(1)(c)</i>.</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p> <p>e. This authority may only be exercised where the total consideration under the resulting contract is \$300,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>
Express Power to Sub-Delegate:	<u>Local Government Act 1995: s.5.44</u> CEO may delegate some powers and duties to other employees

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

Compliance Links:	<p><u>Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns</u></p> <p><u>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</u></p> <p><u>WALGA Subscription Service – Procurement Toolkit</u></p> <p><u>Shire of Corrigin Register of Policies:</u></p> <ul style="list-style-type: none"> - <u>Policy 2.9 Purchasing Policy</u> - <u>Policy 2.10 Regional Price Preference Policy</u>
Record Keeping:	<u>File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.</u>

Version Control:

<u>1</u>	<u>Delegations register adopted by Council</u>
<u>2</u>	

Delegator: <i>Power / Duty assigned in legislation to:</i>	<u>Local Government</u>
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1. Local Government Act 1995 Delegations

<p>Express Power to Delegate: Power that enables a delegation to be made</p>	<p><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</p>
<p>Express Power or Duty Delegated:</p>	<p><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)(aa) Associated definition under subregulation 11(3)</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:</p> <p>1. Determine that particular goods or services with a purchasing value >\$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&G r11(3)(b)]; and</p> <p>2.1. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].</p>
<p>Council Conditions on this Delegation:</p>	<p>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.</p> <p>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.</p> <p>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 President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8.</i></p> <p>d. The CEO is to inform Council 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.</p> <p>e. The CEO cannot sub-delegate this authority.</p>
<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p>NIL</p>

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1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<u>NIL</u>
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Compliance Links:	<u>Local Government (Functions and General) Regulations 1996</u> — prescribe applicable statutory procedures <u>WALGA Subscription Service</u> — Procurement Toolkit Shire of Corrigin Register of Policies: — <u>Policy 2.9 Purchasing Policy</u> — <u>Policy 2.10 Regional Price Preference Policy</u>
Record Keeping:	<u>File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.</u>

<u>1</u>	<u>Amended – Delegations register adopted by Council 16 June 2020</u>
<u>2</u>	
<u>3</u>	

1. Local Government Act 1995 Delegations

1.2.9 Tenders for Goods and Services - Exempt Procurement

GUIDANCE NOTE: *{Delete prior to finalising the Register for Council adoption}*

WALGA Template Purchasing Policy

This Delegation is drafted to align with the WALGA Template Purchasing Policy.

Delegator: <i>Power / Duty assigned in legislation to:</i>	<u>Local Government</u>								
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>								
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> <u>s.3.57 Tenders for providing goods or services</u> <u>Local Government (Functions and General) Regulations 1996:</u> <u>r.11(2) When tenders have to be publicly invited (exemptions)</u>								
Delegate:	<u>Chief Executive Officer</u>								
Function: <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"> 1. <u>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&G.r.11(2)].</u> 2. <u>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&G r.11(2)(f)].</u> 								
Council Conditions on this Delegation:	<p><u>GUIDANCE NOTE:</u> <i>{Delete prior to finalising the Register for Council adoption}</i> <i>The following Conditions are examples only – modify or delete to meet your Local Government’s requirements.</i></p> <p>a. <u>Tender exempt procurement under F&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:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Category</u></th> <th style="text-align: left;"><u>Maximum Value for individual contracts</u></th> </tr> </thead> <tbody> <tr> <td><u>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</u></td> <td style="text-align: center;"><u><<\$value>></u></td> </tr> <tr> <td><u>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)]</u></td> <td style="text-align: center;"><u><<\$value>></u></td> </tr> <tr> <td><u>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with</u></td> <td style="text-align: center;"><u><<\$value>></u></td> </tr> </tbody> </table>	<u>Category</u>	<u>Maximum Value for individual contracts</u>	<u>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</u>	<u><<\$value>></u>	<u>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)]</u>	<u><<\$value>></u>	<u>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with</u>	<u><<\$value>></u>
<u>Category</u>	<u>Maximum Value for individual contracts</u>								
<u>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</u>	<u><<\$value>></u>								
<u>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)]</u>	<u><<\$value>></u>								
<u>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with</u>	<u><<\$value>></u>								

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Shire of Corrigin



1. Local Government Act 1995 Delegations

	delegation condition (b.) specified below [F&G.r.(2)(f)]	
	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<<\$value>>
	Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)>
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<<\$value>>
	<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$value delegated above, the decision is to be referred to Council.</p> <p>d. <<Council has discretion to determine any conditions / limitations applicable to the use of delegated powers or duties>></p>	
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	

Sub-Delegate/s: <i>Appointed by CEO</i>	<<list position titles>>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> 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. b. <<The CEO has discretion to determine any conditions applicable to use of sub-delegated powers or duties>>

Compliance Links:	Delegates are designated employees under s.5.74 of the Local Government Act 1995 and are required to provide Primary and Annual Returns.
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 2.7 Purchasing Policy
Record Keeping:	<<Detail how records of decisions are to be kept by delegates>>

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

1. Local Government Act 1995 Delegations

1.2.10 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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&G r.24AC(1)(b)]. 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&G r.24AD(3)]. 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&G r.24AD(6)]. 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&G r.24AH(2)]. 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&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 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&G r.24AJ(1)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration

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1. Local Government Act 1995 Delegations

	under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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]HT15] provide Primary and Annual Returns</p> <p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	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

1.2.11 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <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].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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 Shire of Corrigin Register of Policies: - Policy 2.9 Purchasing Policy - Policy 2.10 Regional Price Preference Policy
Record Keeping:	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

1.2.12 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (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)] 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)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 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. 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 a maximum value of \$20,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ 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. • 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. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> ● Without reference to Council for resolution; and ● 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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p>
Record Keeping:	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

1.2.13 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance Officer* Deputy CEO*
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Deputy CEO. 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.

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>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p>
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1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
	Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Invoices and authorisations to be entered in the Shire of Corrigin Central Records system.

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1. Local Government Act 1995 Delegations

1.2.14 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <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"> 1. Waive a debt which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Corrigin [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Corrigin [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived where: <ol style="list-style-type: none"> i. It is up to \$2,000 and considered solely on its merits. 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 2.8. c. A concession may only be granted where: <ol style="list-style-type: none"> i. It is up to \$2,000 and considered solely on its merits. 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 2.8. 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"> 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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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: Delegation 1.2.16 Agreement as to Payment of Rates and Service Charges Delegation 1.2.17 Recovery of Rates or Service Charges Delegation 1.2.18 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.2.19 Recovery of Rates Debts – Actions to Take Possession of the Land</p> <p>Shire of Corrigin Register of Policies: - Policy 2.2 Debt Collection - Policy 2.8 Charitable Organisation</p>
Record Keeping:	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

1.2.15 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 2.13. 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. 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. 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]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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

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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>Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p>Shire of Corrigin Register of Policies: - Policy 2.13 Investment of Funds</p>
Record Keeping:	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

1.2.16 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <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 Local Government Act 1995 – 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
Record Keeping:	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

1.2.17 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <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].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* <u>Senior Finance Officer*</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Limited to an outstanding amount of up to \$2,000 <u>\$10,000</u>

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 Shire of Corrigin Register of Policies: - Policy 2.1 Rates Procedure for Unpaid Rates
Record Keeping:	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

1.2.18 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <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"> 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)]. Authority to lodge (and withdraw) a caveat to preclude dealings^{HT23} in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <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^{HT24} provide Primary and Annual Returns</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	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

1.2.19 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <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 Local Government Act 1995 and are required to provide Primary and Annual Returns</p> <p>Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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1.2.20 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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"> i. lease the land, or 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"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Corrigin [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings^[HT26] in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. 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)].
Council Conditions on this Delegation:	<p><u>a. a.</u>—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 / charges 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.</p> <p><u>b. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the Local Government Act 1995.</u></p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO* Senior Finance Officer*
CEO Conditions on this Sub-Delegation: <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>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Shire of Corrigin Register of Policies:</p> <ul style="list-style-type: none"> - Policy 2.1 Rates Procedure for Unpaid Rates - Policy 2.2 Debt Collection
Record Keeping:	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

1.2.21 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 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)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation: <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 and Correspondence to be entered in the Shire of Corrigin Central Records system.

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1. Local Government Act 1995 Delegations

1.2.22 Renewal or Extension of Contracts during a State of Emergency^[HT28]

GUIDANCE NOTE: *{Delete prior to finalising the Register for Council adoption}*

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.

This Delegation is only relevant where an original contract formed through a public tender does not include a provision for the renewal or extension of the contract (or all such contract renewal or extension options have previously been exhausted) OR the renewal or extension of the contract results in a total value over \$250 000, which would otherwise require tenders to be called. The contract must be due to expire within 3 months. Contracts entered into through mechanisms other than a tender, and with a value under the tender threshold, may be renewed or extended using standard contract management mechanisms.

*This Delegation is drafted to align with the **WALGA Template Purchasing Policy**.*

Sub-delegation of this authority is not recommended. Therefore this Delegation has been drafted to include an example condition preventing further delegation.

<u>Delegator:</u> <i>Power / Duty assigned in legislation to:</i>	<u>Local Government</u>
<u>Express Power to Delegate:</u> <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<u>Express Power or Duty Delegated:</u>	<u>Local Government Act 1995:</u> s.3.57 Tenders for providing goods or services <u>Local Government (Functions and General) Regulations 1996:</u> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
<u>Delegate:</u>	<u>Chief Executive Officer</u>
<u>Function:</u> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<u>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)].</u> <u>This authority relates to:</u> <ul style="list-style-type: none"> • <u>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</u> • <u>contracts formed through a public tender.</u>
<u>Council Conditions on this Delegation:</u>	<u>GUIDANCE NOTE:</u> <i>{Delete prior to finalising the Register for Council adoption}</i> <u>The following Conditions are examples only – modify or delete to meet your Local Government's requirements.</u> a. <u>The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</u>

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	<p><u>i. It is exercised at the sole discretion of the Local Government;</u></p> <p><u>ii. It is in the best interests of the Local Government;</u></p> <p><u>iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</u></p> <p><u>iv. It has potential to promote local and/or regional economic benefits.</u></p> <p><u>b. This authority may only be exercised where the total consideration for the renewal or extension is \$250,000 or less.</u></p> <p><u>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).</u></p> <p><u>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</u></p> <p><u>e. This authority may only be exercised where the total consideration under the resulting contract is \$500,000 which is over \$250,000 or less.</u></p> <p><u>f. The CEO cannot sub-delegate this authority.</u></p> <p><u>g. <<Council has discretion to determine any additional conditions / limitations applicable to the use of delegated powers or duties>></u></p>
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<u>Compliance Links:</u>	<p><u>Local Government (Functions and General) Regulations 1996</u></p> <p><u>WALGA Subscription Service – Procurement Toolkit</u></p> <p><u>Council Policy [insert ref #] Purchasing Policy</u></p> <p><u><<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>></u></p>
<u>Record Keeping:</u>	<p><u><<Detail how records of decisions are to be kept by delegates>></u></p>

Version Control:

<u>1</u>	<u><<insert reference / detail identifying decision to adopt, amend the delegation>></u>
<u>2</u>	
<u>3</u>	

1. Local Government Act 1995 Delegations

1.2.23 Procurement of Goods or Services required to address a State of Emergency

GUIDANCE NOTE: *{Delete prior to finalising the Register for Council adoption}*

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.

It is recommended that the Council consider what additional conditions and/or policy guidance may be required to enable the delegate to respond to emergency requirements, whilst ensuring the Council retains oversight that is appropriate in the circumstances.

*This Delegation is drafted to align with the **WALGA Template Purchasing Policy**, which includes adapted requirements for emergency procurement. If the Local Government's Purchasing Policy does not deal with emergency procurement it may not be possible to fully comply with the Policy, and this Delegation may need to be amended to require substantial or reasonable compliance.*

Sub-delegation of this authority is not recommended. Therefore this Delegation has been drafted to include an example condition preventing further delegation.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.3.57 Tenders for providing goods or services <u>Local Government (Functions and General) Regulations 1996:</u> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	<u>Chief Executive Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<u>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:</u> 2. <u>Determine that particular goods or services with a purchasing value >\$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&G r11(3)(b)]; and</u> 3. <u>Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].</u>
Council Conditions on this Delegation:	<u>GUIDANCE NOTE:</u> <i>{Delete prior to finalising the Register for Council adoption}</i> <i>The following Conditions are examples only – modify or delete to meet your Local Government's requirements.</i> a. <u>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.</u> b. <u>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</u>

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Shire of Corrigin



1. Local Government Act 1995 Delegations

	<p><u>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.</u></p> <p>c. <u>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.</u></p> <p>d. <u>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.</u></p> <p>e. <u>The CEO cannot sub-delegate this authority.</u></p> <p>f. <u><<Council has discretion to determine any additional conditions / limitations applicable to the use of delegated powers or duties>></u></p>
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<u>Compliance Links:</u>	<p><u>Local Government (Functions and General) Regulations 1996</u></p> <p><u>WALGA Subscription Service – Procurement Toolkit</u></p> <p><u>Council Policy [insert ref #] Purchasing Policy</u></p> <p><u><<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>></u></p>
<u>Record Keeping:</u>	<p><u><<Detail how records of decisions are to be kept by delegates>></u></p>

Version Control:

<u>1</u>	<u><<insert reference / detail identifying decision to adopt, amend the delegation>></u>
<u>2</u>	
<u>3</u>	

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Deputy CEO*
Function: <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 establish systems and procedures which give effect to internal controls and risk mitigation for the:</p> <ul style="list-style-type: none"> i. Collection of money owed to the Shire of Corrigin; ii. Safe custody and security of money collected or held by the Shire of Corrigin; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.13[HT29]; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements. <p>[FM r.5]</p>
CEO Conditions on this Delegation:	<p>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.</p> <p>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]</p>
Express Power to Sub-Delegate:	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>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Shire of Corrigin Register of Policies</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
3	

1. Local Government Act 1995 Delegations

1.3.2 Electoral Enrolment Eligibility Claims and Electoral Roll

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Chief Executive Officer</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Express Power or Duty Delegated:</p>	<p>Local Government Act 1995: 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 Local Government (Elections) Regulations 1995: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)</p>
<p>Delegate/s:</p>	<p>Deputy Chief Executive Officer*</p>
<p>Function: <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"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 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)]. 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)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 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)]. 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)]. 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]. 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. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	which is less than 100 days since the last election day [s.4.37(3)].
<u>CEO Conditions on this Delegation:</u>	<p><u>GUIDANCE NOTE:</u> <i>{Delete prior to finalising the Register for Council adoption} The following Conditions are examples only – modify or delete to meet your Local Government’s requirements.</i></p> <p>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).</p> <p>b. <<The CEO has discretion to determine any conditions applicable to use of delegated CEO powers or duties>></p>
<u>Express Power to Sub-Delegate:</u>	Nil.

<u>Compliance Links:</u>	<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>Department of Local Government, Sport and Cultural Industries: Returning Officer Manual</p> <p><<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>></p>
<u>Record Keeping:</u>	<<Detail how records of decisions are to be kept by delegates>>

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

1.3.3 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<u>Local Government (Elections) Regulations 1996:</u> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Deputy Chief Executive Officer*
Function: <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)].
CEO Conditions on this Delegation:	a. <<The CEO has discretion to determine any conditions applicable to use of delegated CEO powers or duties>>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<u>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.</u> <u>Department of Local Government, Sport and Cultural Industries: Returning Officer Manual</u> <<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>>
Record Keeping:	<<Detail how records of decisions are to be kept by delegates>>

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

1. Local Government Act 1995 Delegations

1.3.4 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<u>Local Government (Administration) Regulations 1996:</u> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <u>Local Government Act 1995:</u> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Deputy Chief Executive Officer*
Function: <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"> 1. <u>Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].</u> 2. <u>Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].</u> 3. <u>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].</u> 4. <u>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)].</u> 5. <u>Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</u>
CEO Conditions on this Delegation:	a. <u><<The CEO has discretion to determine any conditions applicable to use of delegated CEO powers or duties>></u>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<u>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.</u>
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Delegation Register

Shire of Corrigin



1. Local Government Act 1995 Delegations

	<<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>>
Record Keeping:	<<Detail how records of decisions are to be kept by delegates>>

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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))
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> 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)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	NIL

2. Building Act 2011 Delegations

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

Compliance Links:	<p>Building Act 2011 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>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990/2018</i></p>
Record Keeping:	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	
3	

2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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 <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))
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 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) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> 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)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<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

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

Compliance Links:	<p>Building Act 2011 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 of Western Australia Act 19902018</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	
3	

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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 Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 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].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	Building Act 2011 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
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2. Building Act 2011 Delegations

	<p>s.121 Occupancy permits and building approval certificates – application for review by SAT</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 of Western Australia Act 19902018</i></p>
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	
3	

2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 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)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<u>Building Act 2011:</u> s.97 requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	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 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order ; or b. commence or complete any work specified in the order; or 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)]. 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)]. 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>.
Council Conditions on this Delegation:	NIL

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2. Building Act 2011 Delegations

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

Compliance Links:	<u><i>Building Act 2011:</i></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 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:

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2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	File Note to be placed in Central Records system on property file.

Version Control:

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2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

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2. Building Act 2011 Delegations

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <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"> 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)] 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)] 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officers [KB31]
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

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

2. Building Act 2011 Delegations

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

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <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"> 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]. 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].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL Environmental Health Officers ^[HT32]
CEO Conditions on this Sub-Delegation: <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
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2. Building Act 2011 Delegations

2.1.10 Appointment of approved officers and authorised officers HT33

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	Building Regulations 2012: r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <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 Criminal Procedure Act 2004, 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 Criminal Procedure Act 2004, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and 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>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	Building Regulations 2012: r 70(3) each authorised officer must be issued a certificate of appointment.
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2. Building Act 2011 Delegations

Record Keeping:	Letters of Authorisation to be entered into the Shire of Corrigin Central Records system.
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Version Control:

<u>1</u>	Delegations register adopted by Council 21 June 2022
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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

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

Compliance Links:	NIL
Record Keeping:	File Note 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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3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <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)].
Council Conditions on this Delegation:	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).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	Notices of variations to be entered in 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

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister 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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 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]. 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)]. 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)]. 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)]. 6. Authority to recover the cost of measures taken by the Shire^[HT34] 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

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Shire of Corrigin



3. Bush Fires Act 1954 Delegations

	authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	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).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered in to the Shire of Corrigin Central Records System.

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3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <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>Express Power or Duty Delegated:</p>	<p><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</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <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"> 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"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire^[HT35] 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)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 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)]. 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

3. Bush Fires Act 1954 Delegations

	<p>specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>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].</p> <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>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.3 Bushfire Control
Record Keeping:	File Note, notices or records of decisions to be entered in into the Shire of Corrigin Central Records System.

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3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 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>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<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.

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3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 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"> 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)]. 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]. 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"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 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)].

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3. Bush Fires Act 1954 Delegations

	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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<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.

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3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <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"> 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"> a. clearing of firebreaks as determined necessary and specified in the notice; and 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 c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 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"> 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - 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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3. Bush Fires Act 1954 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and 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)] 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"> 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)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The delegation is limited to the appointment of members of volunteer bush fire brigades, Shire Rangers and Emergency Services Staff. 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 c. The delegation does not extend to the appointment of Chief or Deputy Chief Bush Fire Control Officers.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Corrigin Register of Policies - Policy 9.2 Bush Fire Control Officer – Eligibility
Record Keeping:	Letters of Appointment to be entered in to the Shire of Corrigin Central Records system.

Version Control:

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Delegation Register

Shire of Corrigin



3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <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"> 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"> 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<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
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3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <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].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	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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3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Bush Fire Control Officer <u>Chief Executive Officer</u> Shire Ranger <u>(This delegation can only be enacted by a Must be a Shire Employee and not a contractor)</u>
Function: <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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	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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4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 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)]. 3. Authority to cancel a cat registration [s.10]. 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)]. 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)].
Council Conditions on this Delegation:	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> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO Customer Service Officers Administration Officers Finance Officers
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Delegation Register

Shire of Corrigin



4. Cat Act 2011 Delegations

	Shire Rangers (<u>This delegation can only be enacted by a Must be a Shire Employee^[HT36] not a contractor.</u>)
CEO Conditions on this Sub-Delegation: <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:	<p>Cat Regulations 2012</p> <ul style="list-style-type: none"> 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)) <p>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>.</p>
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. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <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].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Shire Rangers <u>(This delegation can only be enacted by a Shire Employee^[HT37] not a contractor.)</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	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
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4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 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)]. 3. Authority to cancel an approval to breed cats [s.38]. 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)].
Council Conditions on this Delegation:	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> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Compliance Links:	<p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> 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.

4. Cat Act 2011 Delegations

Version Control:

1	Delegations register adopted by Council 18 June 2019
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4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

4.1.54.1.4 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 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)]. 32. 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].
Council Conditions on this Delegation:	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> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Compliance Links:	NIL
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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4. Cat Act 2011 Delegations

4.1.64.1.5 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <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.
Council Conditions on this Delegation:	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> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

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4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees^[HT38]

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	<u>Chief Executive Officer</u>
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Cat Act 2011:</u> <u>s.45 Delegation by CEO of local government</u>
Express Power or Duty Delegated:	<u>Cat Act 2011:</u> <u>s.64 Extension of time</u> <u>s.65 Withdrawal of notice</u>
Delegate/s:	<u>Deputy Chief Executive Officer</u>
Function: <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"> 1. <u>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].</u> 2. <u>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].</u>
CEO Conditions on this Delegation:	a. <u><<The CEO has discretion to determine any conditions / limitations applicable to the use of delegated powers or duties>></u>
Express Power to Sub-Delegate:	<u>Nil.</u>

Compliance Links:	<u>Cat Regulations 2012:</u> <u>r.28 Withdrawal of infringement notice (s.65(1))</u> <u><<insert / list other legislation, Local Laws, policies and procedures which must be considered when making decisions under this delegation>></u>
Record Keeping:	<u><<Detail how records of decisions are to be kept by delegates>></u>

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1	<u><<insert reference / detail identifying decision to adopt, amend the delegation>></u>
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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 Authorised Persons^[HT39]

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services
Delegate:	Chief Executive Officer
Function: <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 Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<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)

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

Compliance Links:	NIL
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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Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <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"> 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)]. 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)].
Council Conditions on this Delegation:	<p><u>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</u></p> <p>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.</p>
Express Power to Sub-Delegate:	<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)

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

5. Dog Act 1974 Delegations

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5. Dog Act 1974 Delegations

5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 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"> 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 ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or 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 iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 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)]. 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"> 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)]

Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>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.</p>
Express Power to Sub-Delegate:	<p><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)</p>

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

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

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5. Dog Act 1974 Delegations

5.1.4 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</p> <p>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.</p>
Express Power to Sub-Delegate:	<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)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO Shire Rangers (Must be a Shire Employee)
CEO Conditions on this Sub-Delegation: <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 16 June 2020
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5. Dog Act 1974 Delegations

5.1.5 Declare Dangerous Dog^[HT40]

GUIDANCE NOTE: *{Delete prior to finalising the Register for Council adoption}*

Section 33E also provides that this power may be exercised by an Authorised Person. If the Local Government has appointed an Authorised Person for this purpose (specified in the Certificate of Authorisation for the purposes of s.33E), then this Delegation is not required.

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

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

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

5. Dog Act 1974 Delegations

Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

5.1.5 ~~Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke~~^[HT41]

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <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 consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2.— Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3.— Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i.— Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE— sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
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Delegation Register

Shire of Corrigin



5. Dog Act 1974 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL
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Compliance Links:	Note — Decisions under this delegation may be referred for review by the State Administration Tribunal
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Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.
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Version Control:

1	Delegations register adopted by Council 18 June 2019
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5. Dog Act 1974 Delegations

5.1.6 Recovery of Moneys Due Under this Act

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

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

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

Version Control:

<u>1</u>	<u>Delegations register adopted by Council 18 June 2019</u>
<u>2</u>	<u>Amended - Delegations register adopted by Council 16 June 2020</u>
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5. Dog Act 1974 Delegations

5-1.65.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	<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)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO
CEO Conditions on this Sub-Delegation: <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
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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <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"> 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)]. 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)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 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. 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.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
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6. Food Act 2008 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <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"> 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)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 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)].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
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
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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<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
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <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 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)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	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"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
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
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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <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"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 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)]. 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)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 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"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	<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>Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement</p>
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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
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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <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].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement - Policy 2.2 Debt Collection
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
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6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <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
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Shire Environmental Health Officers
Function: <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].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Shire of Corrigin Register of Policies: - Policy 12.1 Food Safety Compliance and Enforcement
Record Keeping:	File Notes and Correspondence to be entered in the Shire of Corrigin Central Records system.

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1	Delegations register adopted by Council 18 June 2019
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Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7 Public Health Act 2016~~5~~ Delegations

7.1 Council to CEO

7.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <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)].
Council Conditions on this Delegation:	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)].
Express Power to Sub-Delegate:	NIL – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
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.

Version Control:

1	Delegations register adopted by Council 18 June 2019
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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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Shire Environmental Health Officer
Function: <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"> 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)] 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)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	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:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	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
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Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <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> <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	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:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</i></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:

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Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. 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].
Council Conditions on this Delegation:	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.
Express Power to Sub-Delegate:	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:	<i>Public Health Act 2016</i> 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
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	

Delegation Register

Shire of Corrigin

8. Public Health Act 2016 Delegations

7.1.5 Commence Proceedings^[HT42]

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer
Function: <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]
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	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:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. <i>Shire of Corrigin Health Local Law 2016</i>
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 [HT43]

8.1 Council to CEO

8.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	<u>Local Government</u>
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> <u>s.5.42(b) Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u>
Express Power or Duty Delegated:	<u>Planning and Development Act 2005:</u> <u>Section 214(2), (3) and (5)</u>
Delegate:	<u>Chief Executive Officer</u>
Function: <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"> 1. <u>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;</u> 2. <u>Give a written direction to the owner or any other person who undertook an unauthorised development:</u> <ol style="list-style-type: none"> (a) <u>to remove, pull down, take up, or alter the development; and</u> (b) <u>to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</u> 3. <u>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.</u>
Council Conditions on this Delegation:	<u>NIL</u>
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> <u>s.5.44 CEO may delegate some powers and duties to other employees</u>

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

Delegation Register

Shire of Corrigin



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	Delegations register adopted by Council
2	
3	

89 Statutory Authorisations and Delegations to Local Government from State Government Entities

8.19.1 Environmental Protection Act 1986

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

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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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 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

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

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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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.

8.1.39.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
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No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

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.

8.29.2 Planning and Development Act 2005

8.2.19.2.1 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 2nd day of June 2016



HON DONALD TERENCE 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>		<p>In accordance with and subject to approved Government Land policies.</p>
<ul style="list-style-type: none"> • 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 • 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 Building Regulations 2012 (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, 	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassetfield City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton 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 Dowerin 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>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 Goswells Shire of Halla Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojoonup 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 Wickkepin
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

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of *June* 2016

8.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985

Published by:
Planning and Infrastructure

GOVERNMENT GAZETTE Western
Australia
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No. 98. 09-Jun-2009
Page: 1936 Pdf - 429kb

PI409

PLANNING AND DEVELOPMENT ACT 2005
Instrument of Delegation
Del 2009/03 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of 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 26 May 2009, 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 25 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.

TONY EVANS, Western Australian Planning Commission.

SCHEDULE 1

1. Applications made under section 25 of the *Strata Titles Act 1985*

Power to determine applications for the issuing of a certificate of approval under section 25 of the *Strata Titles Act 1985* for a plan of subdivision, re-subdivision or consolidation, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) 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. Reporting requirements

A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.

9.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01) [HT44]

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.

8-39.3 Main Roads Act 1930

8-3-19.3.1 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 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)

8.3.29.3.2 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 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

8.49.4 Road Traffic (Vehicles) Act 2012

8.4.19.4.1 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:

From: [1922 & You](#)
To: [Natalie Manton](#); [Maddi Andrews](#)
Cc: [Lauren Pitman](#); [1922 & You](#); [Kirsten Biglin](#)
Subject: 1922 & You - Building Code & Ablutions
Date: Thursday, 2 June 2022 9:51:38 AM

Dear Councillors,

I write in relation to the 1922 & You building located at [33 Walton Street, Corrigin](#) and the Building Code in which it now falls under.

After several emails between Natalie Manton & myself in relation to the premises and its Building Code last year, Natalie suggested talking to EHO, Lauren Pitman to seek clarification.

On the 22nd November 2021, Lauren Pitman & I met for a lengthy discussion in relation to the code the premises now needed to fall under, as well as the necessary ablutions that would be required under this Building Code. Whilst meeting, we also spoke to Duncan Wilson at the Shire of Kalamunda via telephone to seek further clarification of the code and required ablutions.

It was decided by Lauren & Duncan that the building would fall under the BCA Class '9B' which is a Public Hall.

Under the BCA Class 9B Code (Public Hall) and advice from Duncan at the Shire of Kalamunda, the required ablutions for a Public Hall, is as per what we put forward to yourselves in our Community Grant Application:

2 x Female ablutions (including 1 x Female ambulant pan)

2 x Male ablutions (including 1 x Male ambulant pan)

1 x Unisex Disabled accessible ablution

As you are well aware from the quotes we provided in our grant application, the cost to provide ablutions to this extent is extremely expensive, as well as being quite unnecessary for what we are intending to use this space for (in short - a multi-purpose indoor & outdoor community space that will include a Youth Hub).

Since receiving the letter declining our Community Grant application and reading the minutes from the Council meeting where that decision was made, I have once again met with Natalie & Lauren on separate occasions to discuss ways to move forward with the ablution situation.

Lauren has since forwarded me the following information:

'As discussed, there is a way to approve an alternative number of toilets that the Building Code stipulates for a public building such as 1922 & You.

It is under the Health (Public Building) Regulations 1992:

20. Sanitary facilities

(1) Every public building, shall, unless exempted in writing by the local government, be provided with a water carriage system for sewage disposal and sanitary conveniences in accordance with the Building Regulations or as approved by the local government.'

We would like to propose to Council that they support that 1922 & You be granted an exemption to decrease the required amount of ablutions to the following:

- **2 x Unisex Pans; and**
- **1 x Unisex Disabled/Ambulant Pan (to regulations)**

all which will be located outside in the same vicinity of the current outdoor toilet.

By allowing 1922 & You to decrease the facilities by almost half, we feel this will still ensure sufficient ablutions available for use, but will also significantly decrease the funds required to provide the toilets.

We thank you for considering our request & hope you look upon it favourably,

Kind Regards

Juanita MacGregor

1922 & You - Chairperson

33 Walton Street

CORRIGIN WA 6375

Mob: 0417 081 840



Our Ref: 8288

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Des Hickey
President
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Dear Mr Hickey

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2022**

We have completed the interim audit for the year ending 30 June 2022. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7620 if you would like to discuss these matters further.

Yours faithfully

Steven Hoar
Director
Financial Audit
26 April 2022

Attach

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Findings unresolved from the prior year			
1. Purchase orders raised after invoice date		✓	

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF CORRIGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2022

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Purchase orders raised after invoice date

Finding 2021

During our procurement and payments testing on a sample basis, we noted one purchase order out of a sample of 20 was dated after the invoice date.

Update 2022

During our testing of a sample of 58 purchases as part of the interim audit, we identified 6 instances where purchase orders were raised and dated after the invoice was received.

Rating: Moderate

Implication

Delays in raising and approving purchase orders increases the risk of unauthorised goods or services being incurred.

Recommendation

The Shire should ensure that all purchase orders are appropriately raised and approved prior to receiving goods or services for all applicable transactions that require purchase orders.

Management Comment

The six purchase orders identified relate to license renewals or memberships. These invoices arrive at the start of July before the budget has been adopted and historically the purchase order is raised when the invoice is received. To improve our process a timetable of these renewals will be kept and purchase orders raised at the start of the financial year in preparation for the invoice arrival.

Responsible Officer: Kylie Caley

Completion Date: 1 July 2022

BUTLER SETTINERI

Real People. Better Business



FINANCIAL MANAGEMENT, RISK MANAGEMENT,
INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE
REVIEW REPORT

SHIRE OF CORRIGIN
31 May 2022

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1.0 DISCLAIMER

This report is provided in accordance with the agreed upon procedures engagement letter dated 24 March 2022 and is subject to its terms and conditions.

Our work was limited to that described in this report and was performed in accordance with ASRS 4400 as issued by AUASB. It did not constitute an examination or a review in accordance with generally accepted auditing standards or assurance standards. Accordingly, we provide no opinion or other form of assurance with respect to our work or the information upon which our work was based. We did not audit or otherwise verify the information supplied to us in connection with this review, except to the extent specified in this report.

Our work was based only on the information made available up to the date of the review. Accordingly, changes in circumstances after this date or the availability of other information could affect our findings

This report is intended solely for Shire of Corrigin's internal use and benefit and may not be relied on by any other party. We accept no liability or responsibility to any other party who gains access to this report.

1.1 Background

As outlined in our engagement letter dated 24 March 2022, we have been engaged to perform the following procedures in order for the Chief Executive Officer (CEO) to satisfy the requirements of Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* and Regulation 17 of the *Local Government (Audit) Regulations 1996*:

- (a) Review the Shire's compliance with Local Government laws and regulations through enquiry, inspection and observation.
- (b) Review the appropriateness and effectiveness of the Shire's systems and procedures in relation to financial management, risk management and internal controls by performing system walkthroughs, enquiry, inspection, and observation.

Our review covered the period 1 April 2019 to 31 March 2022 in relation to financial management controls and we performed our procedures in April 2022.

The Shire of Corrigin is a local government based in Western Australia. The Shire is governed by seven (7) Councilors responsible for planning and making decisions on policies and developments affecting the area.

At the time of the review, the Shire employed approximately thirty five (35) staff to implement the Council's decisions, running its day-to-day operations and providing a range of programs and services for the community.

1.2 Scope and Methodology

The scope included review of the policies, procedures and plans in the areas and cycles described in Appendix B to this report.

Risk Management Scope:

- Review risk management systems and operating risks;
- Review business continuity plan;
- Assess the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, with regard to;
 - potential non-compliance with legislation, regulations and standards and local government's policies;
 - important accounting judgements or estimates that prove to be wrong;
 - litigation and claims;
 - misconduct, fraud and theft;
 - significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
- Review risk reports identifying key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;

- Assess the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover;
- Review the effectiveness of the local government's internal control system with management and the internal and external auditors;
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more a high degree of risk;
- Assess the local government's procurement framework and whether these policies and procedures are being applied;
- Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, an appropriate treatment plan has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Risk Management Methodology:

- Conduct interviews with key personnel involved in the risk management process;
- Review policies, frameworks and plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- Determine whether the Risk Management principles are in accordance with AS/NZS ISO 31000:2018;
- Review insurance policies to assess the adequacy of insurance cover; and
- Report on the appropriateness and the effectiveness of the current systems and procedures.

Internal Controls Scope:

The following controls were reviewed:

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Internal Controls Methodology:

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- Performed walkthroughs of all significant transaction cycles. Our decision to perform a walkthrough was based on the significance of a particular cycle in terms of either the dollar value it represented in the annual financial statements (reference year 2020/21) or the strategic importance as noted in the Regulations or discussions from management;
- Obtained an understanding of the Shires IT operating systems and reviewed user access rights to determine whether appropriate segregation has been achieved;
- Report on the appropriateness and the effectiveness of the current systems and procedures.

Legislative Compliance Scope:

The following areas of the legislative compliance process was reviewed:

- Compliance with legislation and regulations;
- Annual Compliance Audit Return and reporting to Council the results of that review;
- Procedures for receiving and treating complaints, including confidential and anonymous employee complaints;
- Obtain assurance that adverse trends are identified and review management's plans to deal with these;
- Management disclosures in financial reports;
- Whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects and report compliance and ethics issues to the Audit Committee;
- Compliance frameworks dealing with relevant external legislation and regulatory requirements;
- Legislative and regulatory requirements imposed on Audit Committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

Legislative Compliance Methodology:

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- Reviewed key documents and plans to determine if the plans that are required by legislation are adopted and current.
- Report on the appropriateness and the effectiveness of the current systems and procedures.


Financial Management Review Scope:

As agreed, our examination covered the period 1 April 2019 to 31 March 2022. We examined the following financial systems and procedures of the Shire:

- Bank reconciliations and Petty Cash
- Trust Funds
- Receipts and receivables
- Rates
- Fees and Charges
- Purchases, payments and payables (Including Purchase Orders)
- Salaries and wages
- Credit Card procedures
- Fixed Assets (Including acquisition and disposal of property)
- Cost and administration overhead allocations
- Minutes of meetings
- Budget
- Financial Reports
- Registers (including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of documents/record keeping
- Plan for the future
- General compliance and other matters
- Revenue – Rates, Fees and Charges and Receivables;

Financial Management Review Methodology:

- Conduct interviews with key personnel involved in the various internal control process;
- Review policies, plans and assess compliance with industry best practice;
- Assess whether actual practices are in accordance with approved policies, frameworks and plans;
- We compared this listing and the relevant areas covered by these policies to the Local Government Act and Regulations, in particular the Local Government (Financial Management) Regulations, as amended from time to time;
- We noted areas of concern, in particular where we identified a lack of documented policies and procedures, or where documented policies and procedures deviated from the requirements of the Regulations;
- We performed walkthroughs of all significant transaction cycles. Our decision to perform a walkthrough was based on the significance of a particular cycle in terms of either the dollar value it represented in the annual financial statements (reference year 2020/21) or the strategic importance as noted in the Regulations or discussions from management;
- From these walkthroughs we noted areas of concern for discussion with management. Areas of concern include any significant deviation from the



documented framework, or where the current framework did not address key risk areas; and

- Report on the appropriateness and the effectiveness of the current systems and procedures.

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1.3 Outcomes

Risk Management, Internal Controls and Legislative Compliance Review

Risk Management

The Shire has adopted and implemented a Risk Management Framework based on AS/NZS ISO 31000:2018 Risk Management – Guidelines, setting out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. The Framework was adopted by Council on 21 December 2021.

The Shire's risk management process is effective in identifying risks and improvements throughout the Shire's key business areas. We have identified minor recommendations for improvements.

Internal Controls

The Shire has a number of policies and procedures documented and implemented over key financial areas. Considering the size, resources and operations of the Shire the internal control framework, policies and procedures as described to us are appropriate for most areas of operations. We have identified some recommendations for improvements.

Legislative Compliance

The Council has adopted a Legislative Compliance policy on 19 October 2021. The Executive Manager Governance and Compliance is responsible for ensuring that legislative requirements are met, a compliance calendar is used in this process. The Shire's legislative compliance process is appropriate and effective.

Financial Management Review

From the work performed during our review, we note that the financial management framework is generally in good order.

In particular, we found that all major controls in relation to financial controls for the receipting of monies, control over expenditure, revenue and record keeping are in place and functional.

Therefore, most of our findings in relation to these areas are categorised as "Moderate" or "Minor", which indicate a generally good system of internal control.

Our detailed recommendations for improvement identified during our review can be found in Appendix A of this report.

These recommendations have been discussed with management and action plans to address these risks within acceptable timeframes were agreed on.

We would like to take this opportunity to thank all staff involved in this review for their courteous assistance, in particular Natalie Manton, Kylie Cale and the rest of the administration and finance team.

BUTLER SETTINERI (AUDIT) PTY LTD

Marcia Johnson CA
Director

Date: 1 June 2022

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APPENDIX A: RECOMMENDED IMPROVEMENTS

RISK RATINGS

The Ratings in this Appendix are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Risk ratings have been assigned to issues raised in this report as follows:

Control is Inadequate	Extreme	Can be expected to occur in most circumstances; more than 75% chance of occurring; complex process with minimal checks & balances; impacting factors outside the control of the organisation. Those findings where there is potentially an extreme risk to the entity should the finding not be addressed by the entity promptly.
	Significant	Will probably occur in most circumstances; 50-75% chance of occurring; complex process with some checks & balances; impacting factors outside the control of the organisation. Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
	Moderate	Might occur at some time; 25 – 50% chance of occurring; previous audits/reports indicate non-compliance; complex process with extensive checks & balances; impacting factors outside control of organisation. Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Control is Adequate	Minor	Could occur at some time; less than 25% chance of occurring; non-complex process &/or existence of checks and balances. Those findings that are not of primary concern but still warrant action being taken.

APPENDIX A: RECOMMENDED IMPROVEMENTS

	Area	Audit Findings/Comment	Rating	Implication	Recommendation	Management Comment
Financial Controls						
1	Bank Reconciliations	We inspected the bank reconciliation for the month ended 31 May 2019 for the Municipal and Short term investments bank accounts and found that there was no evidence of review by an employee independent of the preparation.	Minor	Without appropriate sign-off to evidence management review of the reconciliation, there is insufficient evidence to demonstrate that the bank reconciliations were completed and reviewed in timely manner. In the absence of timely review of bank reconciliation by an independent officer, there is increased risk that fraud or error might go undetected.	Management should ensure that timely review of reconciliations are performed and that reconciliations are signed and dated by both the preparer and reviewer after they have performed their duties.	
2	Supplier Masterfile Amendments	We note that the supplier Australian Cemeteries & Crematoria Association was added as a new supplier on 8 July 2021. We were not provided with the new creditor form to determine whether supplier details, including the bank account numbers, were verified prior to updating the accounting records.	Moderate	There is increased risk of unauthorised changes occurring potentially resulting in errors or funds being inappropriately transferred without detection.	We recommend that management ensure that these financial controls are performed by employees and a process is implemented where non-compliance with policies and procedures are identified and corrected.	
3	Plant Recovery Rates	We note that Plant Recovery Rates were last reviewed in 2018.	Moderate	There is a risk that plant operating costs are not recovered by the Shire when performing private works and capital improvement and construction projects.	We recommend that a review is performed by the Works Manager, reviewed by the DCEO and approved by the CEO.	
4	Trust Account	<p>We note that Shire has a separate bank account for funds collected on behalf of the Department of Transport and this bank account is reported as part of Trust Funds.</p> <p>Based section 6.9(1) of the Local Government Act 1995 funds are to be held in Trust when there is a legislative requirement and/or written contractual requirement to do this.</p> <p>We reviewed the agreement with the Department of Transport and the Shire we determined that the contract does not specify that funds should be held in the Trust Bank account and therefore funds should not be included in the Trust Account.</p>	Moderate	Non-compliance with section 6.9(1) of the Local Government Act 1995.	We recommend that the funds be reported as Municipal Funds in Cash and Cash Equivalents and as a liability – funds held on behalf others.	
Physical Access and Safeguarding						
5	Physical Access to IT Server Equipment	We observed that IT Server equipment is located in the same room where printing is done and records are kept. We also note that the door to the Server equipment is not locked.	Moderate	As the room is used for other operational requirements by Shire staff there is a risk that the server equipment could inadvertently be damaged, resulting on IT downtime and additional costs to the Shire.	We recommend that management secure IT Server equipment that it is not accessible to damage due to other operational requirements in the same location.	

6	Safeguarding of cash and cheques.	During the audit, we observed that the cash and cheques for the next day's banking is kept in the safe and the key to the safe is kept in an area easily accessible to all the employees during the day.	Moderate	The safe could be accessed by unauthorised persons and could lead to loss of cash.	We recommend that access to the safe is limited to authorised personnel only by storing the safe key in an area that is secured during the day.	
7	Records Management	We observed that the Administration Building- Storage Facility is used to store non-current, inactive and archival records. However the storage facility is not designed for record keeping as it does not have humidity controls, fire detection and protection from floods.	Moderate	There is a risk that Shire's records are destroyed in the event of natural disaster such as fire and floods.	We recommend that management store records electronically rather than in paper form, this will negate the risk identified.	
Policies, Plans and Procedures						
8	Internal Control Policy	The Council does not have an Internal Control Policy to evidence Council's commitment to appropriate and effective internal controls and their importance to the organisation through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets.	Minor	The Councils Commitment to appropriate and effective internal controls and their importance to the organisation is not documented and communicated to employees.	Management should prepare such a policy, approved by Council and communicate this to all employees.	
9	ICT Strategic Plan	The Shire does not have an ICT Strategic Plan in place	Moderate	Lack of an ICT strategy plan increases the risk of the IT resources not being aligned to the business strategy and priorities.	Management should develop an ICT strategy plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. Management should test this plan to ensure validity.	
10	Budgeting Process	We observed that the management does not have a formal procedure documented for the budgeting process.	Moderate	Accurate budgeting is imperative to the operations of the Shire and without a clearly documented process for budget preparation and review there is an increased risk that budget preparation is not accurate and not prepared on time.	We recommend that a procedure for budget preparation is prepared and implemented.	
Risk Management						
11	Risk Register	<p>We reviewed risk register and found that the following risk ratings were not in line with the risk raised:</p> <p>Misconduct – Although the Shire has implemented good recruitment practices the likelihood of misconduct is not easy to control and therefore the rating should be unlikely and not rare. As a result the risk assessment should increase to moderate.</p> <p>External Theft & Fraud (including Cyber) – this occurs when employees act with intention to steal or commit fraud. The likelihood of this occurring is possible due to override of controls and not likely.</p> <p>Errors, Omissions, Delays - This could lead to financial loss to the Shire when considering completing projects, grant funding reporting and penalties. The consequence therefore should be moderate and not minor.</p>	Minor	Inaccurate risk ratings can lead to risk not being adequately rated and mitigated.	We recommend that management review our proposed changes and if agreed update the risk register.	

APPENDIX B: LIST OF POLICIES, PROCEDURES, PLANS AND DOCUMENTS COVERED BY THIS REVIEW

Shire Polices	Shire Plans	Shire Procedures and Documents
2.1 Debt Collection	Workforce Plan	Payroll Procedure
2.7 Purchasing Policy	Corporate Business Plan	Creditor Procedure
2.9 Authorisation to Purchase Goods and Services	Strategic Community Plan	Rates Procedure
2.14 Corporate Credit Cards	Business Continuity Response Plan	Trust Procedure
2.15 Motor Vehicle Replacement	IT Disaster Recovery Plan	Record Keeping Audit Procedure
2.16 Petty Cash Policy	Long Term Financial and Asset Management Plan	Records Management Procedure
2.17 Portable and Attractive assets	Records Recovery Disaster Management Plan	Delegation Register

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Please provide us with feedback to help us improve our service and offering in the future by answering the following questions:

1. Do you feel that we have listened to you during the audit engagement?
2. Do you feel that we responded to your requests in a timely manner?
3. Do you feel that we understood your needs during the engagement?

Ways in which you can provide feedback to us:



In person



Email



Our website



Google + review



Address

Unit 16, First Floor
Spectrum Offices
100 Railway Road (Cnr Hay Street)
SUBIACO WA 6008

Postal Address

Locked Bag 18
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Phone

(08) 6389 5222

www.butlersettineri.com.au

BUTLER  SETTINERI

Real People. Better Business

**Shire of Corrigin
Risk Dashboard Report
1 June 2022**

Asset Sustainability practices			Risk	Control
			Moderate	Effective
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.				
Actions	Due Date	Responsibility		
Photograph condition of all larger building assets (condition reports)	Completed as part of valuation	Building Maint Officer		

Business & Community disruption			Risk	Control
			Moderate	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).				
Actions	Due Date	Responsibility		
Implement an I.T. Disaster Recovery	Completed	DCEO		
Update the Local Emergency Management Arrangements (include Risk Mitigation Plan & Bushfire Risk Management Program)	Sep-22	CEO/LEMC/Albany DFES to assist		
Complete training and annual practice exercises on Business Continuity	Ongoing	CEO/GPO		
Practice Emergency Evacuations every 6 months & update procedure	Ongoing	CEO/DCEO		
Review Records Disaster Management Plan and Records Management Plan	Completed	Admin Officer		

Failure to fulfil Compliance requirements (statutory, regulatory)			Risk	Control
			Moderate	Effective
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions	Due Date	Responsibility		
Update Website with new requirements from update of Local Govt Act	Completed	CEO/ESO/GPO		
Ensure policies in place to comply with legislation changes	Completed	CEO		
Create Authorisation identity cards for all authorised staff	Completed	ESO		

Document Management processes			Risk	Control
			Moderate	Adequate
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.				
Actions	Due Date	Responsibility		
Review Records Disaster Management Plan and Records Management Plan	Completed Feb-22	Admin Officer		
Ensure Electronic Records Management system working effectively by conducting internal audit monthly	Ongoing	Admin Officer		
Relocate remaining archive documents to admin storage area & ensure sea container empty	Sep-22	Admin Officer		
Ensure all staff aware and using Agreements Register for legal docs/agreements/leases etc	Ongoing	CEO/GPO		
Improve records management training in induction process & ensure annual training sessions as refreshers	Ongoing	Admin Officer/GPO		

Employment practices			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Improve induction process and ensure inductions completed on first day of employment by relevant manager/employee	Completed	CEO/GPO/HR		
Succession Planning Solutions identified as part of annual staff structure review budget process	Annually	CEO/Managers		
Conduct a review of roles and responsibilities to ensure no gaps in service delivery, all roles are allocated	Dec-21	CEO/HR		

Engagement practices			Risk	Control
			Moderate	Adequate
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.				
Actions	Due Date	Responsibility		
Develop a Complaints Management Process and Procedure to sit along the Customer Service Charter (Flowchart)	Dec-22	CEO/CS/DCEO		

**Shire of Corrigin
Risk Dashboard Report
1 June 2022**

<u>Environment management</u>			Risk	Control
			Low	Adequate
Inadequate prevention, identification, enforcement and management of environmental issues.				
Actions	Due Date	Responsibility		
Develop various Environment Management strategies eg rare flora, weed management in conjunction with relevant stakeholders	Dec-22	CEO/Manager Works & Services		
Enhance resident/school information packs with regards rubbish collection, recycling etc	Ongoing	EHO/Resource Centre Coordinator		

<u>Errors, omissions & delays</u>			Risk	Control
			High	Adequate
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.				
Actions	Due Date	Responsibility		
Records management system reviewed quarterly to assist in job tracking, correct entry of data	Ongoing	Administration Officer		
Improve 'Job' planning process (eg. land tenure, consultations, completeness - checklist)	Dec-22	Manager Works & Services		
Develop a Community Concerns Register with Works Requests included, monthly checks to ensure follow up	Completed	Customer Service		
Develop a Complaints resolution process include in Staff/Councillors induction	Dec-22	DCEO/CSO		
Implement a Peer review process eg review & teach each other various roles to assist with sharing of roles & overlap for when on leave	Dec-22	CEO/ESO/HR		

<u>External theft & fraud (Including Cyber)</u>			Risk	Control
			Moderate	Adequate
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).				
Actions	Due Date	Responsibility		
Improve access security at Depot (track equipment/Stocktake monthly)	Ongoing	DCEO/Tech Officer		
Improve IT security systems and training	Ongoing	CEO/DCEO		

<u>Management of Facilities / Venues / Events</u>			Risk	Control
			Moderate	Effective
Failure to effectively manage the day to day operations of facilities, venues and / or events.				
Actions	Due Date	Responsibility		
Develop an Events Management Policy and Procedure	Sep-22	CRC/GPO/EHO/CSO		

<u>IT or communication systems and infrastructure</u>			Risk	Control
			Moderate	Effective
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.				
Actions	Due Date	Responsibility		
Implement an IT Disaster Recovery Plan	Completed	DCEO		

<u>Misconduct</u>			Risk	Control
			High	Effective
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.				
Actions	Due Date	Responsibility		
Review induction process to ensure Code of Conduct, Policies & Procedures being shown to new employees	Completed review	CEO/HR/GPO		
Ensure Authorisations and Delegations up to date	Dec-22	CEO/ESO/GPO		

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<u>Project / Change management</u>			Risk	Control
			Moderate	Inadequate
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.				
Actions	Due Date	Responsibility		
Ensure Risk Assessments are part of all contract/project management processes	Sep-22	CEO/GPO		
Add Risk Assessment to agenda items	Sep-22	CEO		

<u>Safety and Security practices</u>			Risk	Control
			Moderate	Adequate
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.				
Actions	Due Date	Responsibility		
Improve induction process and ensure inductions completed on first day of employment by relevant manager/employee	Ongoing	CEO/GPO/HR		
Contractor Induction process improve and ensure all contractors inducted	Ongoing	FAO/GPO/CEO		
Continue updating and formulating Safe Work Method Statements	Ongoing	Manager Works & Services		
Practice Emergency Evacuations every 6 months & update procedure	Ongoing	Wardens		
Develop Hazardous Substances and Dangerous Goods register	Completed	GPO/Managers Works & Services		

<u>Supplier / Contract management</u>			Risk	Control
			Moderate	Adequate
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.				
Actions	Due Date	Responsibility		
Review and improve Contract Management System and ensure all induction/paperwork entered into system	Ongoing	CEO/GPO/FAO		
Identify non documented contractual agreements and determine ongoing requirements	Completed	CEO/GPO		