



Agenda Attachments

February 2021

| | |
|---------------------------|---|
| ATTACHMENT 7.1.1 | Minutes – Ordinary Council Meeting 15 December 2020 |
| ATTACHMENT 7.2.1 | Minutes – Annual Electors Meeting 2 February 2021 |
| ATTACHMENT 7.2.2 | Minutes – LEMC Meeting 8 February 2021 |
| ATTACHMENT 7.2.3 | Minutes – Edna Stevenson Meeting 8 February 2021 |
| ATTACHMENT 8.1.3 | Accounts for Payment – December 2020 |
| ATTACHMENT 8.1.4 | Accounts for Payment – January 2021 |
| ATTACHMENT 8.1.5.1 | Accounts for Payment Credit Cards – December 2020 |
| ATTACHMENT 8.1.5.2 | Accounts for Payment Credit Cards – January 2021 |
| ATTACHMENT 8.1.6.1 | Monthly Financial Report – December 2020 |
| ATTACHMENT 8.1.6.2 | Monthly Financial Report – January 2021 |
| ATTACHMENT 8.2.1 | Draft Shire of Corrigin Dogs Local Laws 2021 |
| ATTACHMENT 8.2.4 | Confidential |
| ATTACHMENT 8.2.5.1 | Discussion paper regarding implementation of child safety officers Rec 6.12 FINAL APPROVED VERSION |
| ATTACHMENT 8.2.5.2 | Reportable Conduct Scheme Green Bill |
| ATTACHMENT 8.2.5.3 | Reportable Conduct Scheme Information Sheet |
| ATTACHMENT 8.2.5.4 | National Principles for Child Safe Organisations 2019 |

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 15 December 2020



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



Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin held on
Tuesday 15 December 2020 in the Council Chambers, 9 Lynch Street, Corrigin
Commencing at 3.00pm.

Order of Business

| | |
|---------|---------------------------------------|
| 11.30pm | End of Year Lunch at Corrigin Hotel |
| 1.00 pm | Discussion Forum |
| 2.15pm | Citizenship Ceremony – Amanda Richter |
| 3.00 pm | Council Meeting |

I have reviewed this agenda and am aware of all recommendations made to Council and support each as presented.

A handwritten signature in blue ink, appearing to read 'N. Mann'.

Natalie Mann Chief Executive Officer

Disclaimer:

The Shire of Corrigin gives notice to members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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FOR PEOPLE WITH A DISABILITY.

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UNCONFIRMED

1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.02pm.

1.1. ATTENDANCE AT MEETING BY TELEPHONE - CR MASON

| | |
|-------------------------|---|
| Applicant: | Cr J Mason |
| Date: | 10/12/2020 |
| Reporting Officer: | Natalie Manton, Chief Executive Officer |
| Disclosure of Interest: | NIL |
| File Ref: | GOV.0028 |
| Attachment Ref: | NIL |

SUMMARY

Council is asked to consider allowing Cr Mason to attend the Council meeting on 15 December 2020 via telephone link-up.

BACKGROUND

Cr Mason has requested permission to attend the Council meeting by telephone from her house in Waterloo 6228. As a result of her recent hand surgery she is not able to drive to Corrigin for the meeting.

COMMENT

Cr Mason would normally attend the meeting in person but is unable to drive or have someone drive her to the meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

Local Government Amendment (COVID-19 Response) Bill 2020

R 10.4. Suspension of local law

(1) A local government may, by resolution*, suspend the operation of a specified local law, or specified provisions of a local law, made by the local government under this Act or any other Act.

* Absolute majority required.

Local Government (Administration) Regulations 1996

r 14A. Attendance by telephone etc. (Act s. 5.25(1) (ba))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the person is in a suitable place; and

(c) the council has approved* of the arrangement.

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

disability has the meaning given in the Disability Services Act 1993 section 3;

suitable place —

(a) in relation to a person with a disability — means a place that the council has approved* as a suitable place for the purpose of this paragraph; and

(b) in relation to any other person — means a place that the council has approved* as a suitable place for the purpose of this paragraph and that is located —

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling; **townsite** has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

* Absolute majority required.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focused dynamic Council serving the community

| Strategic Community Plan | | Corporate Business Plan | |
|--------------------------|---|-------------------------|--|
| Outcome | Strategies | Action No. | Actions |
| 4.1.1 | Provide leadership, communication and engagement with the community | 4.1.1.1 | Elected members provide strategic leadership for the benefit of the community. |

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(193/2020) Moved: Cr Coppen

Seconded: Cr Jacobs

That Council allow Cr Janeane Mason to attend the Council meeting on 15 December 2020 by telephone from her home in Waterloo due to her inability to drive to the meeting following her recent hand surgery.

Carried by Absolute Majority 6/0

Cr Mason joined the meeting at 3.04pm by telephone.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. M A Weguelin

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Coppen

Cr. F R Gilmore

Cr. J A Mason (by
telephone)

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Mentor

K A Caley

K L Bignall

APOLOGIES

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been advised that Olga Joyce Buck, Michael Thompson, Elisabeth Crombie, Ron Williams and Len Ripp have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

NIL

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 November 2020 (Attachment 7.1.1).

COUNCIL RESOLUTION

(194/2020) Moved: Cr Gilmore

Seconded: Cr Weguelin

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 November 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 (Attachment 7.2.1).

COUNCIL RESOLUTION

(195/2020) Moved: Cr Weguelin

Seconded: Cr Jacobs

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 be received.

Carried 7/0

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

| | |
|-------------------------|---|
| Applicant: | Shire of Corrigin |
| Date: | 1/12/2020 |
| Reporting Officer: | Heather Ives, Coordinator, Community Services |
| Disclosure of Interest: | NIL |
| File Ref: | CS.0008 |
| Attachment Ref: | NIL |

CORRIGIN CRC MONTHLY USAGE – NOVEMBER 2020:

| CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES | | | | | |
|--|------------|--------------|---------------------------------------|------------|--------------|
| SERVICES / FEES | MTHLY | FROM JULY 20 | SALES | MTHLY | FROM JULY 20 |
| Internet Use / Computer Use | 10 | 58 | Movie Club Fees | 8 | 30 |
| Photocopying / Printing / Faxing | 19 | 113 | Phonebook Sales | 10 | 51 |
| Laminating / Binding / Folding | 0 | 17 | Moments In Time Books | 0 | 0 |
| Sec. Services / Scans / CD Burning | 7 | 38 | Book Sales | 0 | 0 |
| Room Hire | 6 | 12 | Wrapping Paper / Postcard Sales | 0 | 2 |
| Equipment Hire | 0 | 2 | Polo Shirt / Eco Bag Sales | 0 | 0 |
| Training / Course Fees | 0 | 14 | Phone calls | 0 | 0 |
| Resource Centre Membership Fees | 0 | 0 | Sale of Assets | 0 | 0 |
| Exam Supervision | 0 | 0 | | | |
| Total: | 42 | 254 | Total: | 18 | 83 |
| <i>Monthly People through:</i> | <i>30</i> | | | | |
| CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES' | | | | | |
| SERVICES | MTHLY | FROM JULY 20 | SERVICE | MTHLY | FROM JULY 19 |
| Phonebook Enquiries | 2 | 9 | Corrigin Toy Library | 5 | 30 |
| Tourism | 25 | 187 | Broadband for Seniors / Webinars | 11 | 40 |
| Government Access Point | 0 | 44 | General Enquires (Face/Email/Website) | 138 | 622 |
| Community Information | 11 | 88 | Corrigin Public Library | 37 | 192 |
| Conf. / Vid Conf. / Training | 40 | 362 | Corrigin Library eResources | 40 | 287 |
| University Exams | 0 | 0 | | | |
| Total: | 78 | 690 | Total: | 231 | 1171 |
| <i>Monthly People through:</i> | <i>309</i> | | | | |

TOTAL FOR THE MONTH OF NOVEMBER: 369

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – NOVEMBER 2020

| DESCRIPTION | NO'S | ROOM | GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING |
|------------------------|------|----------------------|---|
| Forrest Personnel | 2 | Professionals Office | Commercial |
| Movie Club | 8 | Conference Room | N/A |
| Forrest Personnel | 5 | Professionals Office | Commercial |
| Accessibility | 3 | Professionals Office | Commercial |
| Rural Traffic | 7 | Video Conf Room | Commercial |
| WALGA Training | 4 | Conference Room | N/A |
| Grant Writing Training | 2 | Professionals Office | N/A |
| Forrest Personnel | 5 | Professionals Office | Commercial |

CORRIGIN CRC Annual Summary Report

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | YEAR TOTAL |
|---------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|-----|------------|
| 2007-08 | 535 | 613 | 537 | 714 | 511 | 520 | 561 | 510 | 625 | 735 | 575 | 469 | 6904 |
| 2008-09 | 479 | 444 | 581 | 532 | 501 | 411 | 417 | 501 | 575 | 655 | 443 | 551 | 6160 |
| 2009-10 | 629 | 682 | 626 | 757 | 590 | 727 | 421 | 623 | 715 | 509 | 491 | 539 | 7329 |
| 2010-11 | 708 | 610 | 871 | 759 | 465 | 530 | 426 | 444 | 606 | 413 | 607 | 691 | 7135 |
| 2011-12 | 568 | 536 | 572 | 535 | 542 | 381 | 426 | 520 | 527 | 495 | 564 | 491 | 6161 |
| 2012-13 | 545 | 694 | 691 | 716 | 756 | 497 | 552 | 686 | 713 | 590 | 370 | 479 | 6939 |
| 2013-14 | 651 | 494 | 516 | 706 | 597 | 479 | 405 | 520 | 641 | 640 | 616 | 553 | 6827 |
| 2014-15 | 769 | 757 | 750 | 878 | 651 | 443 | 455 | 569 | 403 | 603 | 486 | 499 | 7263 |
| 2015-16 | 543 | 695 | 668 | 813 | 681 | 466 | 591 | 531 | 530 | 585 | 626 | 553 | 7285 |
| 2016-17 | 620 | 588 | 675 | 618 | 455 | 366 | 573 | 388 | 595 | 336 | 540 | 450 | 6144 |
| 2017-18 | 461 | 372 | 516 | 663 | 563 | 421 | 386 | 596 | 563 | 646 | 532 | 444 | 6154 |
| 2018-19 | 578 | 521 | 425 | 708 | 546 | 397 | 386 | 562 | 546 | 635 | 617 | 563 | 6485 |
| 2019-20 | 583 | 472 | 526 | 664 | 467 | 311 | 647 | 529 | *480 | *296 | *341 | 424 | 5740 |
| 2020-21 | 391 | 409 | 449 | 567 | 369 | | | | | | | | |

*COVID-19 pandemic restrictions in place

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

*(196/2020) Moved: Cr Coppen Seconded: Cr Weguelin
That Council receives the Corrigin Community Resource Centre Report.*

Carried 7/0

UNCONFIRMED

8.1.2 ACCOUNTS FOR PAYMENT

| | |
|-------------------------|---|
| Applicant: | Shire of Corrigin |
| Date: | 3/12/2020 |
| Reporting Officer: | Tanya Ludlow, Finance Officer - Creditors / Payroll |
| Disclosure of Interest: | NIL |
| File Ref: | FM.0036 |
| Attachment Ref: | Attachment 8.1.2 – Accounts for Payment – November 2020 |

SUMMARY

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

BACKGROUND

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

COMMENT

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

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$1,133.00.

| Bank Account | Payment Type | Reference | Amount | Total |
|--|--------------|-----------------|--------------|---------------------|
| Municipal | EFT | 15594 - 15700 | \$645,746.83 | |
| | Cheque | 020547 - 020558 | \$36,880.79 | |
| | Direct Debit | November 2020 | \$34,691.73 | |
| | Payroll | November 2020 | \$129,494.60 | \$846,813.95 |
| Trust | EFT | No Payments | \$0.00 | |
| | Cheque | No Payments | \$0.00 | |
| | Direct Debit | No Payments | \$0.00 | \$0.00 |
| Licensing Trust | EFT | No Payments | \$0.00 | |
| | Direct Debit | November 2020 | \$27,736.55 | \$27,736.55 |
| Edna Stevenson | EFT | No Payments | \$0.00 | |
| | Cheque | No Payments | \$0.00 | \$0.00 |
| Total Payments for the Month of November 2020 | | | | \$874,550.50 |

Previous Accounts for Payment report

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

| Bank Account | Payment Type | Last Number | First Number in report |
|--|--------------|-------------|------------------------|
| Municipal & Trust & ES Trust & Licensing | EFT | EFT15593 | EFT15594 |
| Municipal | Cheque | 020546 | 020547 |
| Trust | Cheque | 003392 | No Payments |
| Edna Stevenson | Cheque | 000065 | No Payment |

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020 / 2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(197/2020) Moved: Cr Dickinson Secoded: Cr Jacobs

That Council reviews the list of accounts paid and acknowledges that payments totalling \$874,550.50 have been made during the month of November 2020.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

| | |
|-------------------------|--|
| Applicant: | Shire of Corrigin |
| Date: | 8 December 2020 |
| Reporting Officer: | Kylie Caley, Deputy Chief Executive Officer |
| Disclosure of Interest: | NIL |
| File Ref: | FM.0036 |
| Attachment Ref: | Attachment 8.1.3 – Accounts for Payment – Credit Cards |

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

| Strategic Community Plan | | Corporate Business Plan | |
|--------------------------|---|-------------------------|--|
| Outcome | Strategies | Action No | Action |
| 4.1.3 | Maintain accountability and financial responsibility to ensure the stability of the Shire | 4.1.3.1 | Council maintain financial stability |
| | | 4.1.3.2 | Provide Council adequate and appropriate financial information on a timely basis |

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(198/2020) Moved: Cr Wagonlin **Seconded: Cr Gilmore**

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 September 2020 to 18 October 2020 for \$2,923.49.

Carried 7/0

UNCONFIRMED

8.1.4 MONTHLY FINANCIAL REPORT

| | |
|-------------------------|---|
| Applicant: | Shire of Corrigin |
| Date: | 8 December 2020 |
| Reporting Officer: | Kylie Caley, Deputy Chief Executive Officer |
| Disclosure of Interest: | NIL |
| File Ref: | FM.0036 |
| Attachment Ref: | Attachment 8.1.4 – Monthly Financial Report for month ending 30 November 2020 |

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 November 2020.

BACKGROUND

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

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

COMMENT

Council is maintaining a solid cash position with \$3.9m remaining in short term investment and still with a fair amount of grant funding to be claimed as projects are completed. During the month \$500,000 of the Drought Relief funding was received. Capital projects are still progressing and the cash impact will be seen over the next few months as progress payments become due. The Manager of Works vehicle arrived during the month after a long wait for it to arrive and the necessary extras fitted. The swimming pool upgrade was also completed.

Approximately 84% of the outstanding rates have been collected to date this is a slight increase from 81.54% at the same time last year.

November was a busy month as staff were tirelessly working to get the annual financial statements complete and ready to be signed off by the OAG at the scheduled December Audit and Risk Committee meeting. Pleasingly, the report was signed off a week earlier than previous years by the auditors after a meeting with the Audit and Risk Committee to discuss the financial report and annual audit findings.

As reported in the November agenda, there were some changes to the Financial Management Regulations that came into effect retrospectively as of 30 June 2020. Regulation 16 Land under local governments control has been deleted which meant that Council are no longer required to treat certain vested land assets such as golf courses, showgrounds etc. differently and could be removed from the asset register. A total of \$643,000 worth of land, namely the Corrigin Golf Course and Corrigin Showgrounds – Racecourse (Speedway), was removed from the asset register. Regulation 17A Assets, valuations of for financial reports was also amended to remove the requirement of having plant and equipment measured at fair value and to allow Councils to report these assets at cost. Land and Buildings and Infrastructure will continue to be revalued and measured as fair value. Further information on the regulations can be found in the *Local Government (Financial Management) Regulations 1996*.

Further information on the November financials 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 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serves the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(199/2020) Moved: Cr Gilmore

Seconded: Cr Coppen

That Council accept the Statement of Financial Activity for the month ending 30 November 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 7/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2020

| | |
|-------------------------|--|
| Applicant: | Audit and Risk Management Committee |
| Date: | 8/12/2020 |
| Reporting Officer: | Kylie Caley, Deputy Chief Executive Officer |
| Disclosure of Interest: | NIL |
| File Ref: | FM.0232 |
| Attachment Ref: | Attachment 8.2.1 Annual Report and Audited Financial Statement |

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Tuesday 8 December 2020 and accept the 2019/2020 Annual Report and Financial Statements for the period ending 30 June 2020.

BACKGROUND

Representatives from Moore Australia, on behalf of the Office of the Auditor General, conducted an interim audit externally in March 2020 and visited the administration office in October 2020 to conduct the final audit.

The CEO received the auditor's report and management letter regarding the 2019/2020 Annual Financial Report from Moore Australia on 9 December 2020 and a copy is included as Attachment 8.2.1. The CEO has responded to issues raised in the management report.

Mr Greg Godwin, partner Moore Australia and Ms Anna Liang, Assistant Director from Office of the Auditor General, in her capacity as the Shire of Corrigin Auditor met with the Audit and Risk Management Committee on 8 December 2020 and provided an overview of the 2019/2020 annual financial report and addressed issues raised in the audit and management reports.

COMMENT

In accordance with s5.13 of the *Local Government Act 1995* a local government is required to prepare and accept an annual report for each financial year, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2019/2020 is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. In order to comply with this requirement an annual meeting of electors would need to be held prior to 9 February 2021. It is proposed that the Electors Meeting be held on Tuesday 2 February 2021 commencing at 6.30pm.

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

STATUTORY ENVIRONMENT

Local Government Act 1995

s. 5.27 – Electors’ general meetings

s. 5.29 – Convening electors’ meetings

s.5.53 – Annual reports

s.5.54 – Acceptance of annual reports

s.5.55 – Notice of Annual

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

3.1 Risk management policy

2.15 Significant accounting policies

8.11 Audit and Risk Management Committee

8.12 Appointment of Auditor

FINANCIAL IMPLICATIONS

Provision was for the costs associated with the 2019/20 audit in the 2019/20 budget. The amount budgeted was \$58,000.

COMMUNITY AND STRATEGIC OBJECTIVES

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

UNCONFIRMED

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

| Strategic Community Plan | | Corporate Business Plan | |
|--------------------------|---|-------------------------|--|
| Outcome | Strategies | Action No. | Actions |
| 4.1.1 | Provide leadership, communication and active engagement with the community | 4.1.1.1 | Elected members provide strategic leadership for the benefit of the community. |
| 4.1.2 | Undertake strategic planning and ensure legislative compliance | 4.1.2.2 | Review Council policies and Corporate Business Plan |
| 4.2.2 | Continue to improve operational efficiencies and provide effective services | 4.2.2.1 | Review delivery of services for operational and cost effective efficiencies |
| 4.1.3 | Maintain accountability and financial responsibility to ensure the stability of the shire | 4.1.3.5 | Provide Council with adequate and appropriate information on a timely basis |

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(200/2020) Moved: Cr Coppen

Seconded: Cr Dickinson

That Council:

- 1) *Accept the Annual Report and Audited Financial Statement; auditors report and management report for the 2019/2020 financial year as presented in Attachment 8.2.1; and*
- 2) *Hold a General Meeting of Electors on Tuesday 2 February 2021 commencing at 6.30pm at the Corrigan Resource Centre.*

Carried by Absolute Majority 7/0

UNCONFIRMED

8.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – REPORT OF AUDIT FINDINGS

| | |
|-------------------------|---|
| Applicant: | Audit and Risk Management Committee |
| Date: | 8/12/2020 |
| Reporting Officer: | Kylie Caley, Deputy Chief Executive Officer |
| Disclosure of Interest: | NIL |
| File Ref: | FM.0232 |
| Attachment Ref: | NIL |

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the Audit Management letter for the year 30 June 2020 together with the comments provided by the Chief Executive Officer and Deputy Chief Executive Officer in response to significant findings.

BACKGROUND

Moore Australia conducted an offsite interim audit in March 2020 on behalf of the Office of the Auditor General followed by an onsite final audit in October 2020.

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

The final audit has concluded with the auditors confirming that the interim findings have been resolved to their satisfaction and only two findings during the final audit surrounding the Operating Surplus Ratio and the Asset Sustainability Ratio.

COMMENT

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

Management have included comment on the actions taken in relation to the final audit findings report below.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

3.1 Risk management policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(201/2020) Moved: Cr Dickinson Seconded: Cr Ginnore

That Council:

- 1) Receives the report on Audit Management Letter for the year ended 30 June 2020; and*
- 2) Forward a copy of the report on the findings from the audit to the Minister for Local Government, Sport and Cultural Industries.*

Carried 7/0

UNCONFIRMED



Report on Significant Findings 2019-20 Final Audit

Finding 1- Significant Adverse Trend in Operating Surplus Ratio.

The operating surplus ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The basic standard for this ratio is between 0.01 and 0.15. A small Council such as Corrigin relies heavily on external government funding to assist in maintaining sustainability. An analysis of neighbouring councils in previous years have shown that adverse trends in the operating surplus ratio is a common issue in regional councils.

The shire has limited opportunities to increase operating income through rates, fees and changes or investment income.

Council and management will continue to monitor income and expenditure as well as identifying ways to continually improve the operating position especially through the long term financial plan to try and increase the ratio to above the basic acceptable level. However it is likely that this ratio will remain below the benchmark in the coming years.

Finding 2 Below Benchmark Noted in the Asset Sustainability Ratio

The asset sustainability ratio is an approximation of the extent to which local government assets are being replaced as they reach their expected useful lives or whether the local government is replacing or renewing assets at the same rate the asset is wearing out. This ratio is calculated by measuring capital expenditure on renewal or replacement of assets relative to the depreciation expense. The benchmark standard for this ratio is 0.90.

Council have been vigilant in keeping the larger community and public buildings well maintained and prolonging the life of the assets before having to renew or replace them. Unfortunately this approach hinders the calculation of the asset sustainability ratio as the maintenance expenditure is captured in the operating expenditure rather than as capital renewal expenditure.

The maintenance and renewal of the road network is a key priority for the Shire of Corrigin and a major expenditure item. The renewal of strategic grain haulage roads to a standard capable of carrying the forecast traffic loads is a significant financial challenge and well beyond the Shire's capacity if external renewal funding is not received.

Council and management will continue to monitor expenditure on renewing assets and the 10 year road program includes an average annual investment of \$1.0million for renewal of rural roads and town streets, \$800,000 on upgrades and \$625,000 maintenance expenditure. The Shire of Corrigin will continue to identify opportunities to invest in renewal and replacement of the assets but will continue to rely on grant funding to support this investment especially with regard to road assets.

8.2.3 ORDINARY COUNCIL MEETING DATES 2021

| | |
|-------------------------|---|
| Applicant: | Shire of Corrigin |
| Date: | 1/12/2020 |
| Reporting Officer: | Kirsten Biglin, Executive Support Officer |
| Disclosure of Interest: | NIL |
| File Ref: | GOV.0024 |
| Attachment Ref: | NIL |

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2021.

BACKGROUND

The Shire of Corrigin currently holds Ordinary Council Meetings on the third Tuesday of each month excluding January, with a starting time of 3.00pm.

COMMENT

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* states that at least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) The ordinary council meetings; and
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

It is proposed that Council be held on the third Tuesday of the month commencing at 3:00pm except for the month of January where no meeting is generally held. It is also proposed that Council continue with the Discussion Forum Session meetings prior to the Council meetings each month at 1:00 pm except for the month of January where no meeting is planned.

The following Ordinary Council Meeting dates for 2021 are recommended to Council (note: Council does not ordinarily meet in January):

- 16 February 2021
- 16 March 2021
- 20 April 2021
- 18 May 2021
- 15 June 2021
- 20 July 2021
- 17 August 2021
- 21 September 2021
- 19 October 2021
- 16 November 2021
- 21 December 2021

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

r. 12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which:

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

POLICY IMPLICATIONS

Policy 8.6 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

| Strategic Community Plan | | Corporate Business Plan | |
|--------------------------|--|-------------------------|--|
| Outcome | Strategies | Action No. | Actions |
| 4.1.1 | Provide leadership, communication and active engagement with the community | 4.1.1.1 | Elected members provide strategic leadership for the benefit of the community. |

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(202/2020) Moved: Cr Coppen

Seconded: Cr Jacobs

That Council approve the following schedule for Ordinary Council Meeting for 2021, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates as provided.

16 February 2021

16 March 2021

20 April 2021

18 May 2021

15 June 2021

20 July 2021

17 August 2021

21 September 2021

19 October 2021

16 November 2021

21 December 2021

Carried 7/0

9 CHIEF EXECUTIVE OFFICER REPORT

Winner Tidy Towns Sustainable Communities Award -

I attended the Keep Australia Beautiful Awards presentation event at Optus Stadium on 27 November 2020 along with Heather Ives, Co-ordinator Corrigin Resource Centre, and Val Whiting from the Corrigin Tidy Towns Committee. The Corrigin Staying at Home Community Photography Project was announced as the state winner of the Community Action COVID category.

Congratulations to the team at the Shire of Corrigin and Corrigin Community Resource Centre for their amazing support of the community during this challenging time. The banners that were created using a collage of the photographs submitted as part of this project provide a welcoming display for visitors to the town on Walton Street.

Regional Achievement and Community Awards

The Shire of Corrigin was recently selected as a Finalist in the Regional Achievement and Community Awards in the Making a Difference category sponsored by the Department Local Government, Sport and Cultural Industries. The nomination recognised the Shire of Corrigin for employing additional staff during the COVID-19 pandemic and the improvements to the town.

It was a pleasure to attend the awards presentation event at the Hyatt in Perth on 3 December 2020 along with Cr Hickey, Cr Weguelin, Cr Jacobs and Cr Dickinson. Unfortunately the Shire of Corrigin was not the winner of the awards and we congratulated the Bindoon Library on being the winner of the Making a Difference Award.

Opening Container Deposit Scheme

The new Container Deposit Scheme shed was officially opened on 2 December 2020 and the students from Corrigin District High School, visitors and guests enjoyed a tour of the facilities. A sausage sizzle was enjoyed by all following the official cutting of the ribbon.

10 PRESIDENT'S REPORT

The President acknowledged and congratulated the Community Resource Centre on winning the Community Action COVID category of the Tidy Towns Sustainable Communities Awards.

Last week the President along with Mrs Manton Cr Weguelin, Cr Dickinson and Cr Jacobs attended the WA Regional Achievement Awards. Although the Shire of Corrigin did not come home with the win, it was great to see the diversity of achievements that other Shire's accomplished across the state over the past year.

The President would like to thank Mrs Manton, the Shire Administration and Works Team for their continuous efforts and resilience in getting through this tough year and wishes the whole team a Merry Christmas.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 16 February 2021 at 3.00pm

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 3.33pm.

President: _____ Date: _____

UNCONFIRMED



Agenda for the Shire of Corrigin Annual Electors Meeting to be held in the Corrigin Community Resource Centre, 55 Larke Crescent, Corrigin on Tuesday 2 February 2021 at 6.30pm.

MINUTES

1. OPENING

The President, Cr Des Hickey opened the meeting at 6.30pm

2. ATTENDANCE

| | |
|------------------------|---------------|
| Shire President | Cr D Hickey |
| Deputy Shire President | Cr M Weguelin |
| Councillors | Cr R Gilmore |
| | Cr S Jacobs |
| | Cr S Coppen |

| | |
|---------------------------|------------|
| Chief Executive Officer | N A Manton |
| Executive Support Officer | K L Biglin |
| Electors | R Campbell |
| | L Baker |
| | R Owen |
| | N Forbes |

3. APOLOGIES

Cr M Dickinson
Cr J Mason
E Jespersen

4. CONFIRMATION OF MINUTES

Moved: Cr Weguelin **Seconded: Cr Jacobs**

That the minutes of the Shire of Corrigin Annual Electors Meeting held on Monday 3 February 2020 be confirmed as a true and accurate record.

Carried

5. PRESIDENTS REPORT

The President, Cr Hickey, gave an overview of the President's Report.

Moved: L Baker **Seconded: Cr Coppen**

That the President's Report for the year ended 30 June 2020 be received.

Carried

6. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer, Mrs Natalie Manton, provided an overview of the Chief Executive Officer's Report.

Moved: N Forbes Seconded: Cr Weguelin

That the Chief Executive Officer's Report for the year ended 30 June 2020 be received.

Carried

7. ANNUAL FINANCIAL REPORT 2019/2020 AND AUDITORS REPORT

The Chief Executive Officer, Mrs Natalie Manton, tabled the Annual Financial Report 2019/2020 and Auditors Report.

Moved: L Baker Seconded: Cr Gilmore

That the Annual Financial Report 2019/2020 and Auditors Report for the Year Ended 30 June 2020 be received.

Carried

8. GENERAL BUSINESS

Members of the public attending the meeting raised the following questions.

Thank you to the Shire Staff and Town Maintenance Crew

N Forbes congratulated and thanked the shire staff and the town maintenance crew on their efforts in keeping the town clean and tidy. Mrs Forbes mentioned comments coming from visitors to the town who commented very positively on how impressed they were with the town's presentation and the facilities available to the public.

The President and CEO thanked Mrs Forbes for her comments.

Sustainable Plants

R Campbell expressed concern over the plants that the shire had recently planted and made mention that the shire has planted non-local and non-sustainable plants.

The CEO responded that the parks and gardens staff had encountered difficulty sourcing local native plants particularly during the COVID-19 pandemic as nursery supplies were very low.

Water Management

R Owen commended the community as a whole, in their handling of the current economic situations arising in today's society. Ms Owen had some concerns over water management and underground water for a sustainable future. Requested a Hydrological Report to be conducted.

CEO responded that there were piezometers already located in Corrigin to monitor the water table and that the suggestion of student's monitoring the water level would be worth considering.

Aged Care

R Owen asked about service providers and access to aged care plans. Ms Owen expressed concern with the ageing population and suggested that the Shire become a service provider. The CEO has investigated the idea of becoming a service provider. The preference would be to encourage existing service providers to extend their services in Corrigin. The CEO has spoken to Baptist Care, Silver Chain and other providers about training requirements for care assistants as there are strict criteria's involved and encouraged them to find ways to get more people qualified.

The CEO and Cr Jacobs attend monthly Senior Citizens Committee Meetings and will continue to monitor the situation to identify any critical shortages of aged care services.

Water Pollution

R Campbell asked a question about the source of the water coming into the Loch Ness and railway reserve dam and whether it was treated waste water.

The CEO confirmed that treated waste water does go into the Loch Ness dam and the overflow is piped to the Boyd Street Dam where it is chlorinated before being used on the town oval. The CEO indicated that rainfall runoff flowed into the Railway Dam and will seek clarification from the Environmental Health Officer as to whether waste water is piped into that dam as well.

Speed Limit on Bruce Rock Corrigin Intersection

Cr Gilmore asked the CEO to explain the response received from Main Road for the request to change the speed limits on the approach to the intersection of the Bruce Road and Kunjin Street/ Brookton Highway.

The CEO received correspondence from Main Roads in December 2020 advising that the current speed data did not support a change to the current speed zone. It is not recommended to extend the existing 60kmh speed zone.

The CEO has written back to Main Roads to clarify that the speed from on the approach from Kulin has also been reviewed and to be possibly reconsidered as it is still viewed as a hazard.

Culvert and Road Markers

R Campbell asked how often are culvert and road markers checked?

The President mentioned the shires new Road Maintenance Policy came into effect in 2020 and gives guidance on how roads should be maintained including culvert and road markers. The Policy requires the works crew to check markers each time they are finished maintenance on a road. The CEO will continue to promote this policy.

9. MEETING CLOSURE

There being no further business, the President thanked everyone for their attendance and closed the meeting at 7.24pm.



Local Emergency Management Committee Meeting

Minutes

Monday 8 February 2021

1.00pm

Venue: Council Chambers,
9 Lynch Street Corrigin

1.0 NAME

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

2.0 ROLE OF THE COMMITTEE

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

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

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

Membership of the Committee shall be:

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

5.0 PRESIDING MEMBER

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

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

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

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

6.0 CONDUCT OF MEETINGS

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

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

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

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

Every meeting:

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

First quarter:

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

Second quarter:

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

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

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

7.0 DELEGATED POWERS

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

1. DECLARATION OF OPENING

Chairperson, Cr Des Hickey opened the meeting at 1.03pm.

2. ATTENDANCE AND APOLOGIES

- | | |
|--|----------------|
| 3. Shire President, Shire of Corrigin | Cr. D Hickey |
| Deputy Shire President/ Recovery Officer | Cr. M Weguelin |
| Chief Executive Officer, Shire of Corrigin | N Manton |
| Executive Support Officer, Shire of Corrigin | K Biglin |
| Sergeant, Corrigin Police | S Mayne |
| Chair, St John Ambulance | G Dawson |
| District Emergency Service Officer, Dept of Communities | J Spadaccini |
| Corrigin Volunteer Fire and Rescue | D Di Fulvio |
| Community Emergency Services Manager | J Carrall |
| Health Services Manager, Corrigin Hospital | L Reed |
| Principal, Corrigin District High School | H Prance |
| Manager, Dept of Primary Industries & Regional Development | A Lacey |
| Community Paramedic, St John Ambulance | L Evans |

Apologies

- | | |
|---|------------|
| Deputy Recovery Officer | L Baker |
| Road Safety Advisor, Wheatbelt South – WALGA | R Thornton |
| Area Officer, Dept Fire and Emergency Services (DFES) | G Hansen |

4. MINUTES OF PREVIOUS MEETING

Moved: Cr Weguelin Seconded: A Lacey

The minutes of the LEMC meeting held on 9 November 2020 (Attachment 1) be confirmed as a true and correct record.

Carried

5. REVIEW OF LEMC DOCUMENTS

4.1 Updated LEMC Documents

Local Emergency Management Arrangements 5 year review due 2/08/2021.

Committee reviewed the following documents.

- Local Emergency Management Arrangements
- Local Recovery Management Plan
- Emergency Evacuation Plan
- Local Emergency Management Plan for the Provision of Welfare Support

Moved: H Prance Seconded: D Di Fulvio

That the Committee endorse the following documents including minor amendments:

- Local Emergency Management Arrangements
- Local Recovery Management Plan
- Emergency Evacuation Plan
- Local Emergency Management Plan for the Provision of Welfare Support

Carried

4.2 Evacuation Plans for Other Agencies

The delegates confirmed that Evacuation Plans are in place for vulnerable members of the community including:

- Hospital
- Corrigin District High School
- Wogerlin House

Community Emergency Services Manager (SESM) Jason Carroll to contact Giggle Pots Day Care and Senior Citizen's Committee to confirm whether they have an Evacuation Plan and if not provide assistance to develop a plan

6. REVIEW OF INCIDENTS AND EXERCISES

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

5.1 Incidents

Bullaring Fire truck attended fire in Shire of Beverley near Dale forest.

5.2 Exercises

The CEO and CEMM attended a Local Emergency Management Forum in Narrogin on 1 December 2020 and participated in an exercise on a large flood event. The exercise was run with the LEMC committee members at the meeting.

Jason Carrall ran the LEMC group through an Ex Tropical Cyclone Desktop Exercise.

7. DEVELOPMENT OF FUTURE EXERCISES

A Welfare Centre exercise is planned for 18 March 2021 with visiting medical students with more details to follow.

Future exercises could include:

- Repeat of radio communications exercise
- RFDS Patient transfer if large fire in Corrigin Reserve or if lights were to fail on the airstrip.
- Interruption to critical water supplies

8. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

9. IDENTIFY EMERGENCY MANAGEMENT PROJECTS

8.1 Local Plan for Animal Welfare in Emergencies

The Shires of Corrigin, Kondinin, Kulin and Narembeen have obtained funding to develop a Local Plan for Animal Welfare in Emergencies including areas of responsibility, risks and community resources and support available.

Local company 150 Square has been engaged to prepare the plans which are expected to be finalised by May 2021.

10. FUNDING

Airstrip lights still being investigated.

11. OTHER MATTERS

10.1 Telecommunications Update

The SEMC Communique following the SEMC December 2020 meeting includes updated information on telecommunications which is of interest to the Corrigin LEMC.

A number of SEMC members, district emergency management committees and local emergency management committees have escalated concerns with telecommunications capability within their districts. These concerns are based on telecommunication failures during emergencies and/or failures on high risk days where communication with the community is paramount.

Western Australia has been successful in receiving funding for 108 sites from Round 1 of the Government's Mobile Black Spot Program. These upgrades will increase backup operation to at least 12 hours. Sites around Corrigin to be upgraded are Ardath, Bulyee and Doyle's Road West Kulin.

10.2 Water Availability for Stock and Fire Fighting

Water supplies are very low due to no major rainfall events since September 2020. Shire of Corrigin is utilising Drought Funding to install additional tanks at Loch Ness dam to store underground water which will provide water for fire fighting if needed. Stock water currently available from standpipe in Corrigin.

10.3 COVID-19

The Department of Health has provided up to date information on the COVID-19 pandemic. More information is available on www.wa.gov.au.

The Department Communities has provided a new COVID-19 Welfare Centre Guide.

G2G App back up and running.

12. REPORTS

Reports from LEMC members and stakeholders

Department of Communities

- The Welfare Centre Guide that has information to assist in managing the operation of a welfare centre, whilst mitigating COVID – 19 risks to the community. Prior to Christmas a set of signage templates were also sent to local governments to assist in the initial set up of a centre if required.
- DC Wheatbelt DESO February 2021 update
- Local Emergency Welfare Plan for the Narrogin District has been developed in a draft format and will be circulated once all information has been cross-checked. The shire ESO will check local business and services details.

DFES

NIL

Corrigin Police

- Looking into road crashes on our rural roads. Focusing in on fatigue and inattention, promotion via social media.

St John Ambulance

- PPE fully stocked.
- Keeping up with training requirements.

Corrigin District Hospital

- PPE fully stocked.
- Have had a few people present for COVID tests – all returned negative results.
- People are encouraged to call ahead if they would like a test.

Corrigin Volunteer Fire and Rescue

- Attended an incident last month on the Bruce Rock – Corrigin Road with 1 fatality.
- PPE fully stocked.
- 3 new members.

Chief Bush Fire Control Officer

NIL

Corrigin District High School

- Upped COVID safety plan.
- Focussing on keeping the children reassured and educated on hygiene.
- The school is being well informed by the Educated Department on requirements.
- PPE fully stocked.

Department of Primary Industries and Regional Development

- Monitoring fruit fly outbreak.
- Dog tick disease – Kimberly, NT, SA.
- Grain insect pest – working with Federal Government.
- Wooroloo fires – put into action State Support Plan, worked well, now in recovery phase.
- COVID Regional Intelligence – monitoring local shop stocks.

Shire of Corrigin

- PPE fully stocked.
- CEO has been checking in with local business owners with the recent COVID directions.

Wheatbelt South WALGA – Road Safety

NIL

Recovery Officer

- Assisting senior citizens with the CovidSafe App.
- Finding there are some customers refusing to use the App – these customers are being refused service.

Deputy Recovery Officer

NIL

13. NEXT MEETING

The next meeting will be Monday 10 May 2021 at 1.00pm.

Meeting dates for 2021 are as follows:

- Monday 9 August 2021
- Monday 8 November 2021

14. MEETING CLOSURE

The Chairperson, Cr Des Hickey closed the meeting at 2.16pm.



Stevenson Trust Fund Trustees Meeting

Minutes

Monday 8 February 2021

commencing at 11.00am

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE:

1.0 NAME

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

2.0 OBJECTIVES OF TRUST FUND

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

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

Income shall be applied in the following ways:

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

1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey, opened the meeting at 11.02am.

2. ATTENDANCE AND APOLOGIES

| | |
|---|-------------|
| President – Shire of Corrigin | Cr D Hickey |
| Chairperson – Board Corrigin District High School | J MacGregor |
| Principal – Corrigin District High School | H Prance |
| Sergeant – Corrigin Police Station | S Mayne |
| Staff | |
| Chief Executive Officer – Shire of Corrigin | N Manton |
| Executive Support Officer – Shire of Corrigin | K Biglin |

3. CONFIRMATION OF PREVIOUS MINUTES

Moved: J MacGregor Seconded: Cr D Hickey
Minutes of the Stevenson Trust Fund Trustees meeting held on Monday 9 November 2020 be confirmed as a true and accurate.

Carried

4. GENERAL BUSINESS

4.1 FINANCIAL REPORT

Moved: J MacGregor Seconded: S Mayne
Financial report for period ending 31 December 2020.

Carried

4.2 SCHOLARSHIP STATUS REPORT

Scholarship for Chloe Baxter has been finalised.

4.3 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 28 January 2021, one (1) scholarship application has been received as follows:

| Applicant | Education Intuition | Amount requested |
|------------------|----------------------------|-------------------------|
| Darcy Smith | Cunderdin Ag College | \$13,610.00 |

Moved: H Prance Seconded: S Mayne
The Trustees grant Darcy Smith a scholarship of up to \$5,000.00 for the 2021 calendar year subject to receiving paid receipts or tax invoices.

Carried

OTHER MATTERS

4.4.1 Opals

The CEO spoke to previous trustees and former Shire Presidents Harry Gayfer, Lyn Baker and Nola Forbes to determine if there was any reason why the opals should not be sold and the sale proceeds transferred to the Edna Stevenson Trust Account

Moved: J MacGregor Seconded: S Mayne
The Trustees authorise the CEO to arrange for the opals and jewellery to be sold and the proceeds be added to the Edna Stevenson Trust Account.

Carried

4.4.2 Advertising and scholarship promotion

H Prance gave a presentation to the other Trustees regarding the possibilities of extending the scholarship funds into supporting programs to take students from Corrigin District High School on Leadership Camps, University and TAFE visits for the purposes of exploring career opportunities.

Moved: J MacGregor Seconded: S Mayne

The Trustees grant \$10,000 to Corrigin District High School to be used for career development and leadership enhancement camps for the 2021 school year.

Carried

5. NEXT MEETING

The next meeting will be 10 May 2021 at 11.30am.

6. MEETING CLOSURE

The Chairperson, Cr Des Hickey, closed the meeting at 12.20pm.

Edna Stevenson Trust Fund
Receipts and Payments Statement for 2020/2021
As at 31 January 2021

| Income | | Expenditure | |
|---|-----------------------------|---|---------------------------------|
| Interest - 2020/2021 | \$ 268.28 | Scholarships paid | \$ 10,000.00 |
| | | YTD Administration Fee paid to Corrigin Shire | |
| Total Income | <u>\$ 268.28</u> | Total Expenditure | <u>\$ 10,000.00</u> |
| Opening Balance (2006/07) | | | \$ 30,050.67 |
| Balance of Income & Expenditure - 2007/08 | | | \$ 737,163.11 |
| Balance of Income & Expenditure - 2008/09 | | | \$ 28,870.86 |
| Balance of Income & Expenditure - 2009/10 | | | \$ 33,482.54 |
| Balance of Income & Expenditure - 2010/11 | | | \$ 21,971.28 |
| Balance of Income & Expenditure - 2011/12 | | | \$ 33,558.85 |
| Balance of Income & Expenditure - 2012/13 | | | \$ 21,490.90 |
| Balance of Income & Expenditure - 2013/14 | | | \$ 18,684.62 |
| Balance of Income & Expenditure - 2014/15 | | | \$ 8,702.19 |
| Balance of Income & Expenditure - 2015/16 | | | \$ 13,869.35 |
| Balance of Income & Expenditure - 2016/17 | | | -\$ 18,617.13 |
| Balance of Income & Expenditure - 2017/18 | | | \$ 9,309.52 |
| Balance of Income & Expenditure - 2018/19 | | | \$ 1,713.96 |
| Balance of Income & Expenditure - 2019/20 | | | -\$ 14,174.30 |
| Balance of Income & Expenditure - 2020/21 | | | -\$ 9,731.72 |
| Balance as at 31 January 2021 | | | <u>\$ 916,344.70</u> |
| National At call Common Fund - Bank Reconciliation | | | |
| Bank Balance as per statement 31/01/2021 | | | <u>\$ 916,344.70</u> |
| Less Unpresented Cheques | | | <u>\$ -</u> |
| Closing Balance | | | <u>\$ 916,344.70</u> |
| Net Balance - Capital | \$ 728,900.73 | | \$ - |
| Net Balance - Operating | \$ 187,443.97 | | |
| | <u>\$ 916,344.70</u> | | |

The Shire of Corrigin holds in trust the following items, which are located within Council's safe

- 1 pearl necklace
- 8 silver pendants
- 161 opal stones as at 10 Aug 2020

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------|------------|--|--|--------------|-------|
| EFT15701 | 03/12/2020 | PUBLIC TRANSPORT AUTHORITY | TRANSWA TICKET SALES FOR OCTOBER 2020 | \$ 64.16 | TRUST |
| EFT15702 | 03/12/2020 | SHIRE OF CORRIGIN - MUNICIPAL | TRANSWA TICKET COMMISSIONS FOR OCTOBER 2020 | \$ 15.09 | TRUST |
| EFT15784 | 24/12/2020 | BULYEE HALL COMMITTEE | CORRIGIN COMMUNITY DEVELOPMENT COMMITTEE DONATION | \$ 4,000.00 | TRUST |
| EFT15785 | 24/12/2020 | NATIONAL SERVICEMEN'S ASSOCIATION WA INC | CORRIGIN COMMUNITY DEVELOPMENT COMMITTEE DONATION | \$ 2,230.00 | TRUST |
| 20559 | 03/12/2020 | MARSH PTY LTD | STAFF TRAINING - FRAUD AWARENESS | \$ 126.50 | MUNI |
| 20560 | 03/12/2020 | SHIRE OF CORRIGIN | PETTY CASH REIMBURSEMENT FOR NOVEMBER 2020 | \$ 99.90 | MUNI |
| 20561 | 03/12/2020 | WATER CORPORATION OF WA | WATER CHARGES | \$ 1,393.76 | MUNI |
| 20562 | 03/12/2020 | SHIRE OF CORRIGIN | PAYROLL DEDUCTIONS | \$ 193.00 | MUNI |
| 20563 | 08/12/2020 | SHIRE OF CORRIGIN | PAYMENT CANCELLED - PRINTING ERROR | \$ - | MUNI |
| 20564 | 08/12/2020 | SYNERGY | PAYMENT CANCELLED - PRINTING ERROR | \$ - | MUNI |
| 20565 | 08/12/2020 | SHIRE OF CORRIGIN | CONTAINERS FOR CHANGE FLOAT RECOUP | \$ 105.80 | MUNI |
| 20566 | 08/12/2020 | SYNERGY | ELECTRICITY CHARGES | \$ 10,137.25 | MUNI |
| 20567 | 10/12/2020 | WATER CORPORATION OF WA | SEWER CONNECTION FEE AT LOT 12 GOYDER STREET | \$ 107.20 | MUNI |
| 20568 | 15/12/2020 | SHIRE OF CORRIGIN | CONTAINERS FOR CHANGE FLOAT RECOUP | \$ 163.60 | MUNI |
| 20569 | 17/12/2020 | WESTERN POWER | NEW POWER CONNECTION FOR 8 GOYDER STREET | \$ 1,409.00 | MUNI |
| 20570 | 17/12/2020 | SHIRE OF CORRIGIN | PAYROLL DEDUCTIONS | \$ 193.00 | MUNI |
| 20571 | 22/12/2020 | SHIRE OF CORRIGIN | CONTAINERS FOR CHANGE FLOAT RECOUP | \$ 279.50 | MUNI |
| 20572 | 29/12/2020 | SYNERGY | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| 20573 | 24/12/2020 | SYNERGY | ELECTRICITY CHARGES - TENNIS CLUB, SWIMMING POOL | \$ 5,095.39 | MUNI |
| 20574 | 24/12/2020 | SHIRE OF CORRIGIN | PAYROLL DEDUCTIONS | \$ 193.00 | MUNI |
| EFT15703 | 03/12/2020 | AUSTRALIAN TAXATION OFFICE | BAS PAYMENT FOR OCTOBER 2020 | \$ 187.00 | MUNI |
| EFT15704 | 03/12/2020 | BEST OFFICE SYSTEMS | PHOTOCOPYING - ADMIN OFFICE AND RESOURCE CENTRE | \$ 603.59 | MUNI |
| EFT15705 | 03/12/2020 | BITUTEK PTY LTD | PRIME SEAL TO CORRIGIN-QUAIRADING ROAD | \$ 95,532.80 | MUNI |
| EFT15706 | 03/12/2020 | BOC LIMITED | CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN | \$ 11.98 | MUNI |
| EFT15707 | 03/12/2020 | BROWNLEY'S PLUMBING & GAS | REPAIR HOT WATER SYSTEM AT 36 CANN STREET | \$ 396.00 | MUNI |
| EFT15708 | 03/12/2020 | CORRIGIN HOTEL | REFRESHMENTS AND CATERING SUPPLIES | \$ 150.00 | MUNI |
| EFT15709 | 03/12/2020 | CORRIGIN OFFICE SUPPLIES | STATIONERY SUPPLIES | \$ 37.10 | MUNI |
| EFT15710 | 03/12/2020 | CORSIGN WA PTY LTD | VARIOUS TRAFFIC SIGNS | \$ 149.60 | MUNI |
| EFT15711 | 03/12/2020 | EAGLE PRINTING CO | PRINTING OF CORRIGIN TOURISM BROCHURES | \$ 905.30 | MUNI |
| EFT15712 | 03/12/2020 | ELDERS RURAL SERVICES AUSTRALIA LIMITED | SPRAYING CHEMICALS | \$ 1,320.00 | MUNI |
| EFT15713 | 03/12/2020 | EVOLVEPLUS | 2021 ONLINE BOOKINGS SUBSCRIPTION | \$ 1,430.00 | MUNI |
| EFT15714 | 03/12/2020 | GERALDINE ELIZBAETH SMITH | STAFF REIMBURSEMENT | \$ 100.00 | MUNI |
| EFT15715 | 03/12/2020 | HUTTON AND NORTHEY SALES | METER READING AT 5 WALTON STREET | \$ 235.10 | MUNI |
| EFT15716 | 03/12/2020 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA | 2020 STATE CONFERENCE REGISTRATIONS, STAFF TRAINING - GRANT ESSENTIALS | \$ 2,235.00 | MUNI |
| EFT15717 | 03/12/2020 | MONSTERBALL AMUSEMENTS & HIRE | FINAL PAYMENT - AMUSEMENT HIRE FOR 2020 CORRIGIN PARK PARTY | \$ 2,295.00 | MUNI |
| EFT15718 | 03/12/2020 | MALLEE TREE CAFE & GALLERY | REFRESHMENTS AND CATERING | \$ 176.00 | MUNI |

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------|------------|---|---|--------------|------|
| EFT15719 | 03/12/2020 | MOORE AUSTRALIA W A PTY LTD | STAFF TRAINING - NUTS AND BOLTS 'THE GEARS' WORKSHOP | \$ 1,892.00 | MUNI |
| EFT15720 | 03/12/2020 | NEU-TECH AUTO ELECTRICS | PLANT SERVICE & REPAIRS - HILUX UTES, RUBBISH TRAILERS, BOXTOP TRAILERS | \$ 3,114.14 | MUNI |
| EFT15721 | 03/12/2020 | OFFICE OF THE AUDITOR GENERAL | 2019/2020 AUDIT OF ROADS TO RECOVERY ANNUAL REPORT | \$ 2,420.00 | MUNI |
| EFT15722 | 03/12/2020 | PIPPA DAVEY | STAFF REIMBURSEMENT | \$ 49.47 | MUNI |
| EFT15723 | 03/12/2020 | RURAL TRAFFIC SERVICES PTY LTD | TRAFFIC CONTROL SERVICES - CORRIGIN-QUAIRADING ROAD | \$ 222.64 | MUNI |
| EFT15724 | 03/12/2020 | SHERRIN RENTALS | PLANT HIRE | \$ 4,620.00 | MUNI |
| EFT15725 | 03/12/2020 | STABILISED PAVEMENTS OF AUSTRALIA | CEMENT STABILISATION OF SUB BASE TO CORRIGIN-QUAIRADING ROAD | \$ 24,981.44 | MUNI |
| EFT15726 | 03/12/2020 | SHIRE OF BROOKTON | 2020/2021 WHEATBELT SOUTH REGIONAL ROAD GROUP CHAIRPERSON HONORARIUM | \$ 100.00 | MUNI |
| EFT15727 | 03/12/2020 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES | \$ 66.17 | MUNI |
| EFT15728 | 03/12/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES | \$ 981.75 | MUNI |
| EFT15729 | 03/12/2020 | WEST COAST ASBESTOS REGISTERS | REMOVAL OF ASBESTOS FENCE FROM HILL STREET | \$ 660.00 | MUNI |
| EFT15730 | 03/12/2020 | SALARY PACKAGING AUSTRALIA | SALARY PACKAGING PAYROLL DEDUCTIONS | \$ 436.56 | MUNI |
| EFT15731 | 10/12/2020 | CORRIGIN DISTRICT HIGH SCHOOL | 2020 PRESENTATION NIGHT DONATION | \$ 45.00 | MUNI |
| EFT15732 | 10/12/2020 | CORRIGIN HARDWARE | HARDWARE SUPPLIES | \$ 7,986.25 | MUNI |
| EFT15733 | 10/12/2020 | CORRIGIN LICENSED POST OFFICE | POSTAGE CHARGES AND STATIONERY SUPPLIES FOR NOVEMBER 2020 | \$ 315.10 | MUNI |
| EFT15734 | 10/12/2020 | CORRIGIN PHARMACY | FIRST AID SUPPLIES FOR CORRIGIN SWIMMING POOL | \$ 178.78 | MUNI |
| EFT15735 | 10/12/2020 | CORRIGIN ROADHOUSE | REFRESHMENTS AND CATERING | \$ 594.00 | MUNI |
| EFT15736 | 10/12/2020 | DEPT OF MINES, INDUSTRY REGULATION & SAFETY | BUILDING SERVICES LEVY FOR NOVEMBER 2020 | \$ 411.50 | MUNI |
| EFT15737 | 10/12/2020 | DESMOND LAURENCE HICKEY | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 7,939.00 | MUNI |
| EFT15738 | 10/12/2020 | FLICK ANTICIMEX PTY LTD | ANNUAL SERVICE FEE - CORRIGIN SWIMMING POOL | \$ 567.25 | MUNI |
| EFT15739 | 10/12/2020 | FREDERICK RAMON GILMORE | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 2,294.50 | MUNI |
| EFT15740 | 10/12/2020 | GANNAWAY BROS. | SUPPORT LEGS AND SOLAR PANEL FRAMES FOR TRAFFIC LIGHTS | \$ 1,433.20 | MUNI |
| EFT15741 | 10/12/2020 | GREAT SOUTHERN FUEL SUPPLIES | FUEL SUPPLIES FOR NOVEMBER 2020 | \$ 16,077.32 | MUNI |
| EFT15742 | 10/12/2020 | HOUSING AUTHORITY | CUSTOMER REFUND | \$ 1,528.66 | MUNI |
| EFT15743 | 10/12/2020 | IT VISION | PLANT OP COST RECOVERY CORRECTION AND AUDIT | \$ 2,887.50 | MUNI |
| EFT15744 | 10/12/2020 | JANEANE MASON | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 2,294.50 | MUNI |
| EFT15745 | 10/12/2020 | KAREN WILKINSON | STAFF REIMBURSEMENT | \$ 250.00 | MUNI |
| EFT15746 | 10/12/2020 | LANDGATE | GROSS RENTAL VALUATIONS SCHEDULE | \$ 69.20 | MUNI |
| EFT15747 | 10/12/2020 | MARKETFORCE | ADVERTISING - RFQ 03/2020 CORRIGIN WELLNESS CENTRE REDEVELOPMENT | \$ 427.80 | MUNI |
| EFT15748 | 10/12/2020 | MATTHEW BEN DICKINSON | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 2,294.50 | MUNI |
| EFT15749 | 10/12/2020 | MCLEODS BARRISTERS & SOLICITORS | PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS | \$ 279.56 | MUNI |
| EFT15750 | 10/12/2020 | MICHAEL ANDREW WEGUELIN | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 3,232.00 | MUNI |
| EFT15751 | 10/12/2020 | NEU-TECH AUTO ELECTRICS | PLANT SERVICE & REPAIRS - TIPPER TRUCK, HILUX UTE, HOLDEN COLORADO | \$ 437.46 | MUNI |
| EFT15752 | 10/12/2020 | NORTHSTAR ASSET PTY LTD | COPYRIGHT FEE FOR SCREENING OF MOVIE AT 2020 CORRIGIN PARK PARTY | \$ 385.00 | MUNI |
| EFT15753 | 10/12/2020 | PIPPA DAVEY | STAFF REIMBURSEMENT | \$ 146.40 | MUNI |
| EFT15754 | 10/12/2020 | SCOTT CRAIG COPPEN | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 2,294.50 | MUNI |

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------|------------|---|---|---------------|------|
| EFT15755 | 10/12/2020 | SHARON LYNNE JACOBS | COUNCILLOR SITTING FEES AND ALLOWANCES | \$ 2,294.50 | MUNI |
| EFT15756 | 10/12/2020 | SIGMA CHEMICALS | CHEMICALS AND PLANT PARTS FOR CORRIGIN SWIMMING POOL | \$ 1,108.95 | MUNI |
| EFT15757 | 10/12/2020 | SQUIRE PATTON BOGGS (AU) | LEGAL ADVICE AND REPRESENTATION - CREC | \$ 7,716.50 | MUNI |
| EFT15758 | 10/12/2020 | STIRLING FREIGHT EXPRESS | FREIGHT CHARGES | \$ 825.91 | MUNI |
| EFT15759 | 10/12/2020 | STALLION HOMES | PROGRESS PAYMENT - AGED HOUSING UNITS & CARAVAN PARK ABLUTION | \$ 116,532.16 | MUNI |
| EFT15760 | 10/12/2020 | T-QUIP | BLADES FOR TORO MOWERS | \$ 809.10 | MUNI |
| EFT15761 | 10/12/2020 | THE WORKWEAR GROUP PTY LTD | STAFF UNIFORM | \$ 247.00 | MUNI |
| EFT15762 | 10/12/2020 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES | \$ 45.38 | MUNI |
| EFT15763 | 10/12/2020 | WALLIS COMPUTER SOLUTIONS | RESOLVE IT ISSUES, SUPPLY & INSTALL COMPUTER HARDWARE AT MEDICAL CENTRE | \$ 10,400.29 | MUNI |
| EFT15764 | 10/12/2020 | WESTERN MECHANICAL CORRIGIN | DRUM OF HYDRAULIC OIL, PLANT PARTS - LOADER, MINI EXCAVATOR | \$ 1,734.32 | MUNI |
| EFT15765 | 10/12/2020 | ZEDFLO AUSTRALIA | RECALIBRATION OF METREL MACHINE | \$ 308.00 | MUNI |
| EFT15766 | 17/12/2020 | AUSTRALIAN TAXATION OFFICE | BAS PAYMENT FOR NOVEMBER 2020 | \$ 86,789.00 | MUNI |
| EFT15767 | 17/12/2020 | AVON WASTE | 5 WEEKS RUBBISH COLLECTION - NOVEMBER 2020 | \$ 21,432.90 | MUNI |
| EFT15768 | 17/12/2020 | BEST OFFICE SYSTEMS | PRINTER TONERS | \$ 370.00 | MUNI |
| EFT15769 | 17/12/2020 | BORAL CONSTRUCTION MATERIALS GROUP LTD | PATCHING ASPHALT | \$ 3,996.82 | MUNI |
| EFT15770 | 17/12/2020 | CONNELLY IMAGES | NEW SIGN FOR ENTRANCE TO CORRIGIN RSL MEMORIAL LOOKOUT | \$ 759.00 | MUNI |
| EFT15771 | 17/12/2020 | CORRIGIN OFFICE SUPPLIES | STATIONERY SUPPLIES | \$ 112.71 | MUNI |
| EFT15772 | 17/12/2020 | CORRIGIN TYREPOWER | REPAIR DRIVE TYRE ON GRADER | \$ 195.50 | MUNI |
| EFT15773 | 17/12/2020 | EXURBAN PTY LTD | TOWN PLANNING CONSULTANCY SERVICES FOR NOVEMBER 2020 | \$ 2,633.77 | MUNI |
| EFT15774 | 17/12/2020 | FIRST HEALTH SERVICES | CORRIGIN MEDICAL CENTRE SERVICE FEE FOR DECEMBER 2020 | \$ 11,880.00 | MUNI |
| EFT15775 | 17/12/2020 | KATEMS SUPERMARKET | REFRESHMENTS AND CATERING SUPPLIES | \$ 293.53 | MUNI |
| EFT15776 | 17/12/2020 | NEU-TECH AUTO ELECTRICS | PLANT PARTS - ISUZU MU-X | \$ 644.60 | MUNI |
| EFT15777 | 17/12/2020 | ONTHEGO GROUP PTY LTD | STAFF UNIFORM | \$ 277.22 | MUNI |
| EFT15778 | 17/12/2020 | R MUNNS ENGINEERING CONSULTING SERVICES | CONSULTANCY SERVICES - RABBIT PROOF FENCE ROAD RECONSTRUCTION PROJECT | \$ 1,988.80 | MUNI |
| EFT15779 | 17/12/2020 | SIGMA CHEMICALS | POOL CHEMICALS | \$ 1,015.08 | MUNI |
| EFT15780 | 17/12/2020 | TIKTECH SOLUTIONS | PROVISION OF VC SUPPORT & STAFF TRAINING TO CORRIGIN CRC | \$ 440.00 | MUNI |
| EFT15781 | 17/12/2020 | TUDORBANK HOLDINGS PTY LTD | INSTALLATION OF SHED FOR CONTAINER DEPOSIT SCHEME FACILITY | \$ 14,300.82 | MUNI |
| EFT15782 | 17/12/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES | \$ 280.50 | MUNI |
| EFT15783 | 17/12/2020 | SALARY PACKAGING AUSTRALIA | SALARY PACKAGING PAYROLL DEDUCTIONS | \$ 436.56 | MUNI |
| EFT15786 | 29/12/2020 | ARM SECURITY | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15787 | 29/12/2020 | BEST OFFICE SYSTEMS | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15788 | 29/12/2020 | BROOKTON TYRE SERVICE | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15789 | 29/12/2020 | CELLARBRATIONS @ CORRIGIN | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15790 | 29/12/2020 | CITY OF KALAMUNDA | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15791 | 29/12/2020 | CORRIGIN NEWSAGENCY | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15792 | 29/12/2020 | CORRIGIN OFFICE SUPPLIES | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------|------------|---|---|---------------|------|
| EFT15793 | 29/12/2020 | CORSIGN WA PTY LTD | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15794 | 29/12/2020 | EDWARDS MOTORS PTY LTD | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15795 | 29/12/2020 | IGA CORRIGIN | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15796 | 29/12/2020 | LGIS RISK MANAGEMENT | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15797 | 29/12/2020 | MCLEODS BARRISTERS & SOLICITORS | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15798 | 29/12/2020 | MERREDIN TELEPHONE SERVICES | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15799 | 29/12/2020 | NEU-TECH AUTO ELECTRICS | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15800 | 29/12/2020 | PERTH BETTER HOMES | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15801 | 29/12/2020 | RACHELLE LEANNE COPPEN | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15802 | 29/12/2020 | ROTARY CLUB OF CORRIGIN | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15803 | 29/12/2020 | STABILISED PAVEMENTS OF AUSTRALIA | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15804 | 29/12/2020 | STAR TRACK EXPRESS PTY LTD | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15805 | 29/12/2020 | THE BUTCHERS BLOCK | PAYMENT CANCELLED - DATE ERROR | \$ - | MUNI |
| EFT15806 | 24/12/2020 | ARM SECURITY | DEPOT ALAM MONITORING SERVICES | \$ 156.00 | MUNI |
| EFT15807 | 24/12/2020 | BEST OFFICE SYSTEMS | PHOTOCOPYING - ADMIN OFFICE AND RESOURCE CENTRE, REPAIRS TO PHOTOCOPIER | \$ 585.47 | MUNI |
| EFT15808 | 24/12/2020 | BROOKTON TYRE SERVICE | 2020 CHRISTMAS GIFTS FOR STAFF - DRINK BOTTLES AND MUGS WITH LOGO | \$ 1,389.50 | MUNI |
| EFT15809 | 24/12/2020 | CELLARBRATIONS @ CORRIGIN | REFRESHMENTS AND CATERING SUPPLIES | \$ 38.00 | MUNI |
| EFT15810 | 24/12/2020 | CITY OF KALAMUNDA | BUILDING SERVICES AND ADMINISTRATION FEES JULY TO DECEMBER 2020 | \$ 1,224.00 | MUNI |
| EFT15811 | 24/12/2020 | CORRIGIN NEWSAGENCY | NEWSPAPERS AND STATIONERY SUPPLIES FOR NOVEMBER 2020 | \$ 187.10 | MUNI |
| EFT15812 | 24/12/2020 | CORRIGIN OFFICE SUPPLIES | STATIONERY SUPPLIES, WEBCAM FOR CRC VIDEO CONFERENCING | \$ 125.20 | MUNI |
| EFT15813 | 24/12/2020 | CORSIGN WA PTY LTD | TRAFFIC CONES, T-TOP BOLLARDS, PLASTIC CHAINS, EXTENDABLE CONE BARS | \$ 2,640.00 | MUNI |
| EFT15814 | 24/12/2020 | EDWARDS MOTORS PTY LTD | PURCHASE OF 2020 ISUZU LSU MU-X 4X4 AUTOMATIC | \$ 23,500.00 | MUNI |
| EFT15815 | 24/12/2020 | IGA CORRIGIN | REFRESHMENTS AND CATERING SUPPLIES | \$ 153.39 | MUNI |
| EFT15816 | 24/12/2020 | LGIS RISK MANAGEMENT | 2020 / 2021 REGIONAL RISK COORDINATOR FEE - FIRST INSTALMENT | \$ 4,619.98 | MUNI |
| EFT15817 | 24/12/2020 | MCLEODS BARRISTERS & SOLICITORS | PREPARATION OF LEASES FOR COMMUNITY ORGANISATIONS | \$ 335.10 | MUNI |
| EFT15818 | 24/12/2020 | MERREDIN TELEPHONE SERVICES | INSTALL NEW NETWORK POINT, MOVE NETWORK/PHONE OUTLET IN SHIRE OFFICE | \$ 1,005.21 | MUNI |
| EFT15819 | 24/12/2020 | NEU-TECH AUTO ELECTRICS | PLANT PARTS - CEMENT TRUCK, TIPPER TRUCK | \$ 423.89 | MUNI |
| EFT15820 | 24/12/2020 | PERTH BETTER HOMES | SUPPLY AND INSTALL 2 NEW SHADE SAILS AT SWIMMING POOL | \$ 2,400.00 | MUNI |
| EFT15821 | 24/12/2020 | RACHELLE LEANNE COPPEN | BOND REFUND | \$ 150.00 | MUNI |
| EFT15822 | 24/12/2020 | ROTARY CLUB OF CORRIGIN | MAIN STREET SEATING AND TABLE ARRANGEMENT | \$ 1,956.90 | MUNI |
| EFT15823 | 24/12/2020 | STABILISED PAVEMENTS OF AUSTRALIA | LIME STABILISATION TO BENDERING ROAD | \$ 112,939.20 | MUNI |
| EFT15824 | 24/12/2020 | STAR TRACK EXPRESS PTY LTD | FREIGHT CHARGES | \$ 113.27 | MUNI |
| EFT15825 | 24/12/2020 | THE BUTCHERS BLOCK | CATERING SUPPLIES | \$ 347.41 | MUNI |
| EFT15826 | 24/12/2020 | MUNICIPAL EMPLOYEES UNION | PAYROLL DEDUCTIONS | \$ 61.50 | MUNI |
| EFT15827 | 24/12/2020 | SALARY PACKAGING AUSTRALIA | SALARY PACKAGING PAYROLL DEDUCTIONS | \$ 436.56 | MUNI |
| EFT15828 | 24/12/2020 | SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 165.00 | MUNI |

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|-----------|------------|---|---|--------------|------|
| DD12447.1 | 01/12/2020 | WESTNET PTY LTD | INTERNET CHARGES | \$ 149.95 | MUNI |
| DD12448.1 | 01/12/2020 | WESTNET PTY LTD | INTERNET CHARGES | \$ 89.95 | MUNI |
| DD12452.1 | 02/12/2020 | AWARE SUPER | PAYROLL DEDUCTIONS | \$ 9,724.90 | MUNI |
| DD12452.2 | 02/12/2020 | MLC NAVIGATOR RETIREMENT PLAN | PAYROLL DEDUCTIONS | \$ 123.74 | MUNI |
| DD12452.3 | 02/12/2020 | HOSTPLUS SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$ 306.50 | MUNI |
| DD12452.4 | 02/12/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 2,078.44 | MUNI |
| DD12452.5 | 02/12/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$ 889.43 | MUNI |
| DD12452.6 | 02/12/2020 | CATHOLIC SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 673.21 | MUNI |
| DD12452.7 | 02/12/2020 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 130.82 | MUNI |
| DD12511.1 | 02/12/2020 | NATIONAL AUSTRALIA BANK | CREDIT CARD PAYMENTS | \$ 4,289.52 | MUNI |
| DD12446.1 | 11/12/2020 | TELSTRA | MOBILE PHONE CHARGES | \$ 338.95 | MUNI |
| DD12499.1 | 14/12/2020 | THE BOND ADMINISTRATOR | HOUSING BOND - 36A JOSE STREET | \$ 620.00 | MUNI |
| DD12505.1 | 16/12/2020 | AWARE SUPER | PAYROLL DEDUCTIONS | \$ 9,627.74 | MUNI |
| DD12505.2 | 16/12/2020 | MLC NAVIGATOR RETIREMENT PLAN | PAYROLL DEDUCTIONS | \$ 117.23 | MUNI |
| DD12505.3 | 16/12/2020 | HOSTPLUS SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$ 326.06 | MUNI |
| DD12505.4 | 16/12/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 2,124.03 | MUNI |
| DD12505.5 | 16/12/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$ 861.38 | MUNI |
| DD12505.6 | 16/12/2020 | CATHOLIC SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 673.21 | MUNI |
| DD12505.7 | 16/12/2020 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 135.95 | MUNI |
| DD12477.1 | 17/12/2020 | TELSTRA | PHONE CHARGES | \$ 89.76 | MUNI |
| DD12501.1 | 19/12/2020 | CLASSIC FUNDING GROUP PTY LTD | RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT | \$ 237.60 | MUNI |
| DD12484.1 | 21/12/2020 | TELSTRA | INTERNET CHARGES | \$ 120.00 | MUNI |
| DD12518.1 | 29/12/2020 | TELSTRA | PHONE CHARGES | \$ 70.42 | MUNI |
| DD12519.1 | 29/12/2020 | TELSTRA | PHONE CHARGES | \$ 109.18 | MUNI |
| DD12520.1 | 29/12/2020 | TELSTRA | PHONE CHARGES | \$ 34.95 | MUNI |
| DD12544.1 | 29/12/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | LOAN INTEREST PAYMENT - CORRIGIN RECREATION & EVENTS CENTRE | \$ 77,276.28 | MUNI |
| DD12533.1 | 30/12/2020 | AWARE SUPER | PAYROLL DEDUCTIONS | \$ 9,613.17 | MUNI |
| DD12533.2 | 30/12/2020 | MLC NAVIGATOR RETIREMENT PLAN | PAYROLL DEDUCTIONS | \$ 113.09 | MUNI |
| DD12533.3 | 30/12/2020 | HOSTPLUS SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$ 313.02 | MUNI |
| DD12533.4 | 30/12/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 1,919.29 | MUNI |
| DD12533.5 | 30/12/2020 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$ 903.65 | MUNI |
| DD12533.6 | 30/12/2020 | CATHOLIC SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 767.47 | MUNI |
| DD12533.7 | 30/12/2020 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 130.56 | MUNI |
| DD12555.1 | 30/12/2020 | TELSTRA | PHONE AND INTERNET CHARGES | \$ 158.46 | MUNI |
| DD12556.1 | 30/12/2020 | TELSTRA | PHONE AND INTERNET CHARGES | \$ 551.67 | MUNI |
| DD12557.1 | 30/12/2020 | TELSTRA | PHONE AND INTERNET CHARGES | \$ 350.20 | MUNI |

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

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|-----------|------------|-------------------------------|--|--------------|------|
| DD12455.1 | 01/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 2,499.45 | LIC |
| DD12457.1 | 02/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 459.40 | LIC |
| DD12460.1 | 03/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,707.30 | LIC |
| DD12463.1 | 04/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,261.45 | LIC |
| DD12466.1 | 07/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 691.20 | LIC |
| DD12475.1 | 08/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,401.95 | LIC |
| DD12489.1 | 09/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,845.20 | LIC |
| DD12493.1 | 11/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,392.95 | LIC |
| DD12495.1 | 14/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 75.50 | LIC |
| DD12497.1 | 15/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 772.05 | LIC |
| DD12491.1 | 16/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 545.60 | LIC |
| DD12502.1 | 16/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 3,749.70 | LIC |
| DD12508.1 | 17/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 750.15 | LIC |
| DD12523.1 | 18/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 123.50 | LIC |
| DD11323.1 | 20/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 9,070.90 | LIC |
| DD12525.1 | 21/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 12,054.90 | LIC |
| DD12527.1 | 22/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,953.50 | LIC |
| DD12536.1 | 23/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 608.45 | LIC |
| DD12538.1 | 24/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 891.50 | LIC |
| DD12540.1 | 29/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 382.60 | LIC |
| DD12542.1 | 30/12/2020 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 449.00 | LIC |
| JNL | 03/12/2020 | PAYROLL | FORTNIGHTLY PAYROLL PAYMENT PPE 02/12/2020 | \$ 63,098.18 | MUNI |
| JNL | 17/12/2020 | PAYROLL | FORTNIGHTLY PAYROLL PAYMENT PPE 16/12/2020 | \$ 63,072.13 | MUNI |
| JNL | 31/12/2020 | PAYROLL | FORTNIGHTLY PAYROLL PAYMENT PPE 30/12/2020 | \$ 61,439.22 | MUNI |

\$ 1,026,640.93

| | |
|--|------------------------|
| MUNICIPAL ACCOUNT PAYMENTS | \$ 977,645.43 |
| TRUST ACCOUNT PAYMENTS | \$ 6,309.25 |
| LICENSING ACCOUNT PAYMENTS | \$ 42,686.25 |
| EDNA STEVENSON TRUST ACCOUNT PAYMENTS | \$ - |
| | \$ 1,026,640.93 |

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JANUARY 2021

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------|------------|-------------------------------|---|---------------|-------|
| EFT15829 | 14/01/2021 | PUBLIC TRANSPORT AUTHORITY | TRANSWA TICKET SALES FOR NOVEMBER 2020 | \$ 11.17 | TRUST |
| EFT15830 | 14/01/2021 | SHIRE OF CORRIGIN - MUNICIPAL | TRANSWA TICKET COMMISSIONS FOR NOVEMBER 2020 | \$ 9.03 | TRUST |
| 20575 | 12/01/2021 | SHIRE OF CORRIGIN | CONTAINERS FOR CHANGE FLOAT RECOUP | \$ 590.40 | MUNI |
| 20576 | 12/01/2021 | WATER CORPORATION OF WA | WATER CHARGES | \$ 21,143.49 | MUNI |
| 20577 | 14/01/2021 | SYNERGY | ELECTRICITY CHARGES | \$ 3,687.68 | MUNI |
| 20578 | 14/01/2021 | WATER CORPORATION OF WA | WATER CHARGES | \$ 45.07 | MUNI |
| 20579 | 14/01/2021 | SHIRE OF CORRIGIN | CONTAINERS FOR CHANGE FLOAT RECOUP | \$ 204.40 | MUNI |
| 20580 | 14/01/2021 | SHIRE OF CORRIGIN | PAYROLL DEDUCTIONS | \$ 193.00 | MUNI |
| 20581 | 28/01/2021 | SHIRE OF CORRIGIN | PAYROLL DEDUCTIONS | \$ 193.00 | MUNI |
| EFT15831 | 14/01/2021 | AC ELECTRICS WA | INSTALL NEW POWERPOINT IN SHIRE OFFICE | \$ 180.13 | MUNI |
| EFT15832 | 14/01/2021 | BOC LIMITED | CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN | \$ 12.38 | MUNI |
| EFT15833 | 14/01/2021 | BROWNLEY'S PLUMBING & GAS | REPAIRS TO HOT WATER SYSTEM AND VAVLES AT 36 CAMM STREET | \$ 620.40 | MUNI |
| EFT15834 | 14/01/2021 | CELLARBRATIONS @ CORRIGIN | REFRESHMENTS AND CATERING SUPPLIES | \$ 80.50 | MUNI |
| EFT15835 | 14/01/2021 | CORRIGIN HOTEL | 2020 COUNCILLOR CHRISTMAS LUNCH | \$ 473.70 | MUNI |
| EFT15836 | 14/01/2021 | CORRIGIN LICENSED POST OFFICE | POSTAGE CHARGES FOR DECEMBER 2020 | \$ 69.80 | MUNI |
| EFT15837 | 14/01/2021 | CORRIGIN OFFICE SUPPLIES | STATIONERY SUPPLIES | \$ 54.70 | MUNI |
| EFT15838 | 14/01/2021 | CORRIGIN TYREPOWER | REPAIR TYRE ON HILUX UTE | \$ 53.00 | MUNI |
| EFT15839 | 14/01/2021 | CORSIGN WA PTY LTD | CANVAS SADDLE BAGS WITH HANDLES, RSL MEMORIAL STREET SIGNS | \$ 666.60 | MUNI |
| EFT15840 | 14/01/2021 | DR T RAMAKRISHNA | SUBSIDY PAYMENT AS PER AGREEMENT | \$ 15,125.00 | MUNI |
| EFT15841 | 14/01/2021 | FIRST HEALTH SERVICES | CORRIGIN MEDICAL CENTRE SERVICE FEE FOR JANUARY 2021 | \$ 11,880.00 | MUNI |
| EFT15842 | 14/01/2021 | GREAT SOUTHERN FUEL SUPPLIES | FUEL SUPPLIES FOR DECEMBER 2020 | \$ 12,373.36 | MUNI |
| EFT15843 | 14/01/2021 | IGA CORRIGIN | REFRESHMENTS AND CATERING SUPPLIES, 2020 STAFF GIFT VOUCHERS | \$ 2,174.73 | MUNI |
| EFT15844 | 14/01/2021 | KATEMS SUPERMARKET | REFRESHMENTS AND CATERING SUPPLIES, 2020 STAFF GIFT VOUCHERS | \$ 1,882.92 | MUNI |
| EFT15845 | 14/01/2021 | NARROGIN GLASS | REPLACE WINDSCREEN ON NISSAN X-TRAIL | \$ 350.00 | MUNI |
| EFT15846 | 14/01/2021 | NEU-TECH AUTO ELECTRICS | PLANT SERVICE & REPAIRS - ISUZU D-MAX, HOLDEN ACADIA, MOWER TRAILER | \$ 838.80 | MUNI |
| EFT15847 | 14/01/2021 | NICHOLAS LEON DARKE | BOND REFUND | \$ 100.00 | MUNI |
| EFT15848 | 14/01/2021 | ROADSHOW FILMS PTY LTD | 2021 ANNUAL BLANKET LICENCE - ROADSHOW PUBLIC PERFORMANCES | \$ 308.00 | MUNI |
| EFT15849 | 14/01/2021 | SHERRIN RENTALS | PLANT HIRE | \$ 4,180.00 | MUNI |
| EFT15850 | 14/01/2021 | STIRLING FREIGHT EXPRESS | FREIGHT CHARGES | \$ 1,423.60 | MUNI |
| EFT15851 | 14/01/2021 | STALLION HOMES | PROGRESS PAYMENT - AGED HOUSING UNITS, CARAVAN PARK ABLUTION | \$ 110,283.25 | MUNI |
| EFT15852 | 14/01/2021 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES | \$ 10.73 | MUNI |
| EFT15853 | 14/01/2021 | THEATRE 180 | AB FACEY'S A FORTUNATE LIFE PERFORMANCE - FEBRUARY 2021 | \$ 2,530.00 | MUNI |
| EFT15854 | 14/01/2021 | WESTERN MECHANICAL CORRIGIN | PLANT SERVICE - MINI EXCAVATOR | \$ 1,353.90 | MUNI |
| EFT15855 | 14/01/2021 | SALARY PACKAGING AUSTRALIA | SALARY PACKAGING PAYROLL DEDUCTIONS | \$ 436.56 | MUNI |

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JANUARY 2021

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------------|-------------|---|---|---------------|-------------|
| EFT15856 | 28/01/2021 | MUNICIPAL EMPLOYEES UNION | PAYROLL DEDUCTIONS | \$ 41.00 | MUNI |
| EFT15857 | 28/01/2021 | SALARY PACKAGING AUSTRALIA | SALARY PACKAGING PAYROLL DEDUCTIONS | \$ 436.56 | MUNI |
| EFT15858 | 28/01/2021 | SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 110.00 | MUNI |
| EFT15859 | 14/01/2021 | TELSTRA | PHONE CHARGES | \$ 264.39 | MUNI |
| DD12560.1 | 01/01/2021 | WESTNET PTY LTD | INTERNET CHARGES | \$ 149.95 | MUNI |
| DD12561.1 | 01/01/2021 | WESTNET PTY LTD | INTERNET CHARGES | \$ 89.95 | MUNI |
| DD12620.1 | 04/01/2021 | NATIONAL AUSTRALIA BANK | CREDIT CARD PAYMENTS | \$ 644.47 | MUNI |
| DD12558.1 | 12/01/2021 | TELSTRA | MOBILE PHONE CHARGES | \$ 1,017.95 | MUNI |
| DD12570.1 | 13/01/2021 | AWARE SUPER | PAYROLL DEDUCTIONS | \$ 9,735.42 | MUNI |
| DD12570.2 | 13/01/2021 | MLC NAVIGATOR RETIREMENT PLAN | PAYROLL DEDUCTIONS | \$ 110.96 | MUNI |
| DD12570.3 | 13/01/2021 | HOSTPLUS SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$ 335.19 | MUNI |
| DD12570.4 | 13/01/2021 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 1,839.17 | MUNI |
| DD12570.5 | 13/01/2021 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$ 903.90 | MUNI |
| DD12570.6 | 13/01/2021 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 376.42 | MUNI |
| DD12570.7 | 13/01/2021 | CATHOLIC SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 684.99 | MUNI |
| DD12559.1 | 18/01/2021 | TELSTRA | PHONE CHARGES | \$ 12.20 | MUNI |
| DD12627.1 | 19/01/2021 | CLASSIC FUNDING GROUP PTY LTD | RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT | \$ 237.60 | MUNI |
| DD12621.1 | 21/01/2021 | TELSTRA | INTERNET CHARGES | \$ 120.00 | MUNI |
| DD12575.1 | 27/01/2021 | AWARE SUPER | PAYROLL DEDUCTIONS | \$ 9,355.03 | MUNI |
| DD12575.2 | 27/01/2021 | MLC NAVIGATOR RETIREMENT PLAN | PAYROLL DEDUCTIONS | \$ 108.83 | MUNI |
| DD12575.3 | 27/01/2021 | HOSTPLUS SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS | \$ 401.74 | MUNI |
| DD12575.4 | 27/01/2021 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 2,075.07 | MUNI |
| DD12575.5 | 27/01/2021 | BT SUPER FOR LIFE | SUPERANNUATION CONTRIBUTIONS | \$ 861.38 | MUNI |
| DD12575.6 | 27/01/2021 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 377.95 | MUNI |
| DD12575.7 | 27/01/2021 | CATHOLIC SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 673.21 | MUNI |
| DD12622.1 | 27/01/2021 | TELSTRA | PHONE CHARGES | \$ 101.11 | MUNI |
| DD12623.1 | 27/01/2021 | TELSTRA | PHONE CHARGES | \$ 70.91 | MUNI |
| DD12624.1 | 27/01/2021 | TELSTRA | INTERNET CHARGES | \$ 34.95 | MUNI |
| DD12578.1 | 06/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 4,117.65 | LIC |
| DD12580.1 | 07/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 513.80 | LIC |
| DD12582.1 | 08/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 6,583.30 | LIC |
| DD12584.1 | 11/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,544.80 | LIC |
| DD12587.1 | 12/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,804.15 | LIC |
| DD12589.1 | 13/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 2,491.80 | LIC |

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF JANUARY 2021

| CHQ/EFT | DATE | NAME | DESCRIPTION | AMOUNT | BANK |
|----------------|-------------|-------------------------------|--|---------------|-------------|
| DD12591.1 | 14/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 4,320.20 | LIC |
| DD12593.1 | 15/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 903.00 | LIC |
| DD12595.1 | 18/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 533.25 | LIC |
| DD12597.1 | 19/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,023.80 | LIC |
| DD12599.1 | 20/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 894.60 | LIC |
| DD12601.1 | 21/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 23.90 | LIC |
| DD12603.1 | 22/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,619.25 | LIC |
| DD12605.1 | 25/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 483.25 | LIC |
| DD12607.1 | 27/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 815.75 | LIC |
| DD12609.1 | 28/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 3,934.80 | LIC |
| DD12612.1 | 29/01/2021 | DEPARTMENT OF TRANSPORT - P/L | DOT DIRECT DEBIT | \$ 1,737.95 | LIC |
| JNL | 14/01/2021 | PAYROLL | FORTNIGHTLY PAYROLL PAYMENT PPE 13/01/2021 | \$ 61,004.86 | MUNI |
| JNL | 28/01/2021 | PAYROLL | FORTNIGHTLY PAYROLL PAYMENT PPE 27/01/2021 | \$ 63,271.40 | MUNI |

\$ 382,331.11

| | |
|--|----------------------|
| MUNICIPAL ACCOUNT PAYMENTS | \$ 348,965.66 |
| TRUST ACCOUNT PAYMENTS | \$ 20.20 |
| LICENSING ACCOUNT PAYMENTS | \$ 33,345.25 |
| EDNA STEVENSON TRUST ACCOUNT PAYMENTS | \$ - |
| | \$ 382,331.11 |



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 OCTOBER 2020 TO 27 NOVEMBER 2020

| DATE | DETAILS | DESCRIPTION | AMOUNT |
|--|---|--|--------------------|
| CARD NUMBER 4557-XXXX-XXXX-9989 | | | |
| 3/11/2020 | Narrogin Hardware & Building Supplies | Cornices for Town Hall | \$ 220.00 |
| | | CREDIT CARD TOTAL | \$ 220.00 |
| CARD NUMBER 4557-XXXX-XXXX-4143 | | | |
| 6/11/2020 | Crown Towers Perth | LG Professionals annual conference accommodation | -\$ 265.80 |
| 13/11/2020 | Landgate | Application for surrender of lease - Giggle Pots | \$ 178.20 |
| 16/11/2020 | Awards Australia Pty Ltd | Regional Achievement & Community Awards-4 guests | \$ 520.00 |
| | | CREDIT CARD TOTAL | \$ 432.40 |
| CARD NUMBER 4557-XXXX-XXXX-0935 | | | |
| 6/11/2020 | Crown Towers Perth | LG Professionals annual conference accommodation | \$ 715.48 |
| 9/11/2020 | Shire of Corrigin - Licensing | Vehicle registration renewal for CR650 | \$ 53.75 |
| 9/11/2020 | Western Power | New connection design fee - 5 Goyder Street | \$ 1,327.79 |
| 10/11/2020 | Dept of Primary Industries & Regional Development | Non farming property registration - showgrounds | \$ 76.50 |
| 12/11/2020 | Officeworks | Containers for Change receipt paper | \$ 58.73 |
| 18/11/2020 | JB Hifi | DVD's for 2021 Movies in the Park | \$ 23.98 |
| 26/11/2020 | Shire of Corrigin - Licensing | Plate change fee for CR123 | \$ 28.60 |
| 26/11/2020 | Shire of Corrigin - Licensing | New vehicle registration for CR123 - Isuzu MU-X | \$ 285.65 |
| 26/11/2020 | Shire of Corrigin - Licensing | Plate remake fee for 1CR | \$ 122.50 |
| | | CREDIT CARD TOTAL | \$ 2,692.98 |

BILLING ACCOUNT \$ -
TOTAL CREDIT CARD PAYMENTS \$ 3,345.38

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

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

Kylie Caley *Kylie Caley 21/12/2020*

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

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

Natalie Manton *NM 21/12/2020*



Statement for

NAB Business Visa

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

Cardholder Details

Cardholder Name: MR GREGORY ALAN TOMLINSON

Account No:

Statement Period: 29 October 2020 to 27 November 2020

Cardholder Limit: \$10,000

Transaction record for: MR GREGORY ALAN TOMLINSON

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-----------------|------------------------------|-------------------------------|---------------------------|-----------------------|---|-------------|
| 5 Nov 2020 | \$220.00 | NARROGIN HARDWARE & NARROGIN | | | | | 74564450309 |
| | | | <i>Cornices for Town Hall</i> | | | | |
| Total for this period | \$220.00 | | Totals | | | | |

Employee declaration

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

Cardholder signature: _____

Date: *14.12.2020*

332/21/01/M01255/S003607/1007213



Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON

Account No:

Statement Period: 29 October 2020 to 27 November 2020

Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-------------------|----------------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 9 Nov 2020 | \$678.34 ✓ | CROWN TOWERS PERTH BURSWOOD | | | | | 74940520312 |
| 16 Nov 2020 | \$178.20 ✓ | LANDGATE PERTH | | | | | 74940520318 |
| 17 Nov 2020 | \$520.00 ✓ | Awards Australia Pty L BAYSWATER | | | | | 74564560321 |
| Total for this period | \$1,376.54 | | Totals | | | | |

LG Professionals WA Annual Conference
APPLICATION FOR SUBRENDER OF LEASE FOR GIGGLE POTS DAYCARE
Regional Achievement & Community Service Awards Presentation

Employee declaration

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

Cardholder signature: *N.A.M.A.*

Date: *9/12/2020*

Statement for

NAB Business Visa

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



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 October 2020 to 27 November 2020
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 |
|------------------------------|-------------------|-----------------------------|--|---------------------------|-----------------------|---|-------------|
| 9 Nov 2020 | \$53.75 ✓ | CGN SHIRE LIC CORRIGIN | VEHICLE REGISTRATION RENEWAL CR650 | | | | 01135833510 |
| 9 Nov 2020 | \$715.48 ✓ | CROWN TOWERS PERTH BURSWOOD | DCEO STATE CONF ACCOM | | | | 74940520312 |
| 10 Nov 2020 | \$1,327.79 ✓ | WESTERN POWER PERTH | NEW CONNECTION DESIGN FEE - 5 GOYDER STREET | | | | 74940520314 |
| 11 Nov 2020 | \$76.50 ✓ | DPIRD - AGRICULTURE BUNBURY | NON FARMING PROPERTY REGISTRATION - CORCORAN SHOWGROUNDS | | | | 74940520315 |
| 11 Nov 2020 | \$58.73 ✓ | OFWKS ONLINE BENTLEIGH 03 | CDF RECEIPT PAPER | | | | 74363960316 |
| 18 Nov 2020 | \$23.98 ✓ | JBHIFI.com.au 0395777000 | DVD'S FOR 2021 MOVIES IN THE PARK | | | | 03183427853 |
| 26 Nov 2020 | \$28.60 ✓ | CGN SHIRE LIC CORRIGIN | PLATE CHANGE CR123 | | | | 04136224128 |
| 26 Nov 2020 | \$285.65 ✓ | CGN SHIRE LIC CORRIGIN | NEW VEHICLE REGISTRATION CR123 (ISUZU MU-X) | | | | 04173691755 |
| 26 Nov 2020 | \$122.50 ✓ | CGN SHIRE LIC CORRIGIN | PLATE REMAKE FEE ICR | | | | 04184593187 |
| Total for this period | \$2,692.98 | | Totals | | | | |

Employee declaration

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

Cardholder signature: *MS KYLIE ANN CALEY*

Date: 9.12.20.



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 28 NOVEMBER 2020 TO 29 DECEMBER 2020

| DATE | DETAILS | DESCRIPTION | AMOUNT |
|--|-------------------------------|---|------------------|
| CARD NUMBER 4557-XXXX-XXXX-4143 | | | |
| 4/12/2020 | Kmart | Decorations for staff Christmas function 18.12.2020 | \$ 44.00 |
| 14/12/2020 | CPP Convention Centre | Parking for meeting with SPB for CREC roof | \$ 23.22 |
| 14/12/2020 | Velvet Espresso | Lunch for CEO & Cr Hickey following SPB meeting | \$ 18.90 |
| 16/12/2020 | Corrigin Hardware | Gift voucher for winner of Christmas Lights competition | \$ 100.00 |
| CREDIT CARD TOTAL | | | \$ 186.12 |
| CARD NUMBER 4557-XXXX-XXXX-0935 | | | |
| 18/12/2020 | Officeworks | Phone cases & screen protectors for DCEO & EHO | \$ 73.95 |
| 21/12/2020 | Shire of Corrigin - Licensing | Vehicle registration renewals for 2CR & 4CR | \$ 384.40 |
| CREDIT CARD TOTAL | | | \$ 458.35 |
| BILLING ACCOUNT | | | \$ - |
| TOTAL CREDIT CARD PAYMENTS | | | \$ 644.47 |

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 Kylie Caley 8 / 2 / 2021

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

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

Natalie Manton N. Manton 2 / 2 / 2021



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: 28 November 2020 to 29 December 2020
Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

| Date | Amount A\$ | Details | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference |
|------------------------------|-----------------|-------------------------------|---|---------------------------|-----------------------|---|-------------|
| 4 Dec 2020 | \$44.00 | ✓ KMART 1162 BOORAGOON | Shire Christmas Party | | | | 74363960339 |
| 15 Dec 2020 | \$23.22 | ✓ CPP CONVENTION CENTRE PERTH | Lacking for meeting with SPB regarding CREEC roof | | | | 74940520349 |
| 16 Dec 2020 | \$18.90 | VELVET ESPRESSO PERTH | Lunch at Hickey's CEO following meeting re CREEC roof | | | | 74564720350 |
| 16 Dec 2020 | \$100.00 | ✓ CORRIGIN HARDWARE CORRIGIN | Gift voucher for Christmas Lights competition | | | | 03173221573 |
| Total for this period | \$186.12 | | Totals | | | | |

Employee declaration

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

Cardholder signature: *N.M.A.*

Date: *27/1/21*



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: 28 November 2020 to 29 December 2020
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 |
|------------------------------|-----------------|---------------------------|--|---------------------------|-----------------------|---|-------------|
| 18 Dec 2020 | \$73.95 ✓ | OFFICEWORKS BENTLEIGH EAS | phone cases + screen protectors for DCEO and EHO new phones Rego renewals 2CR and 4FR | | | | 74940520352 |
| 21 Dec 2020 | \$384.40 ✓ | CGN SHIRE LIC CORRIGIN | | | | | 01136483490 |
| Total for this period | \$458.35 | | Totals | | | | |

Employee declaration

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

Handwritten signature

Cardholder signature:

Date: 12.1.21



SHIRE OF CORRIGIN

*Financial Statements for the
month of December 2020*



SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 December 2020

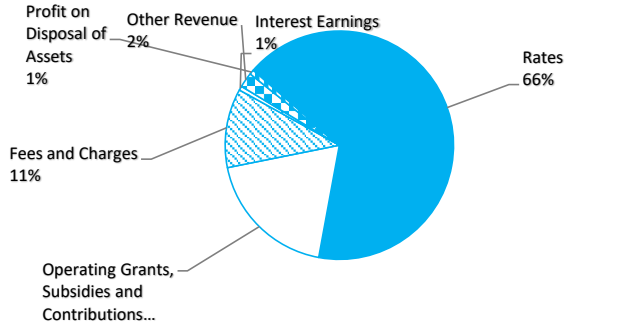
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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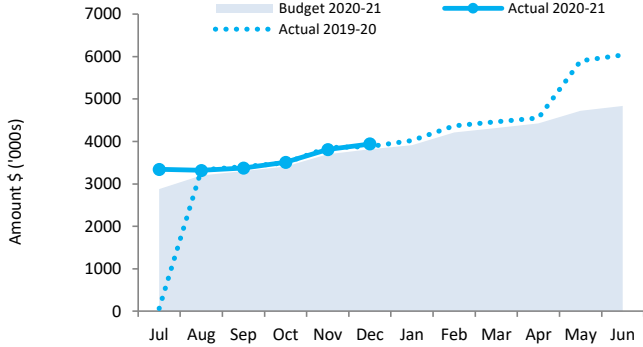
| | |
|--|----|
| Statement of Financial Activity by Program | 5 |
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OPERATING ACTIVITIES

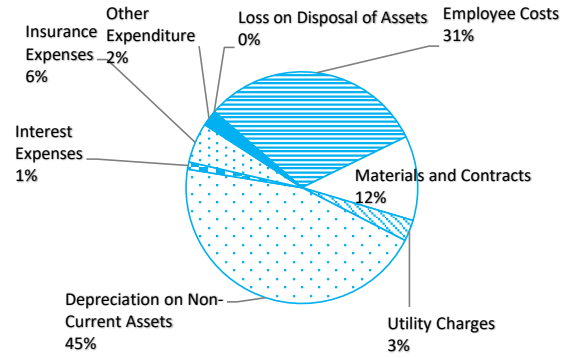
OPERATING REVENUE



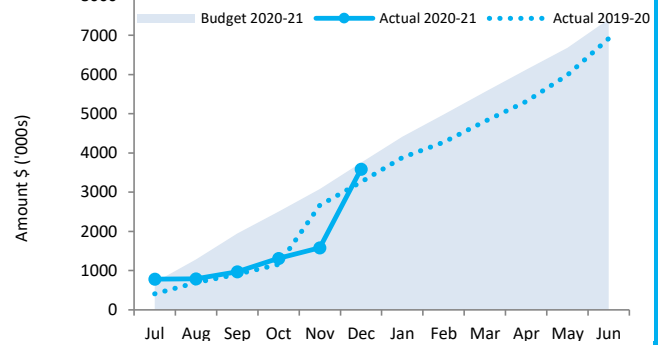
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



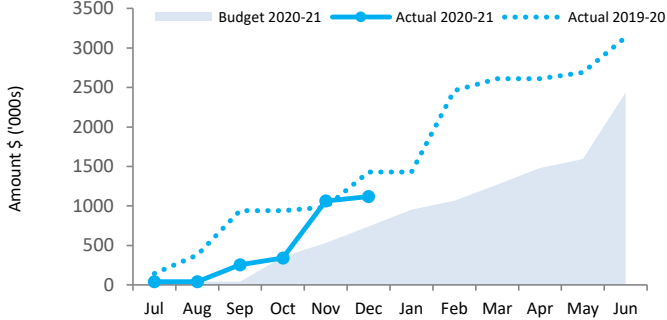
Budget Operating Expenses -v-YTD Actual



INVESTING ACTIVITIES

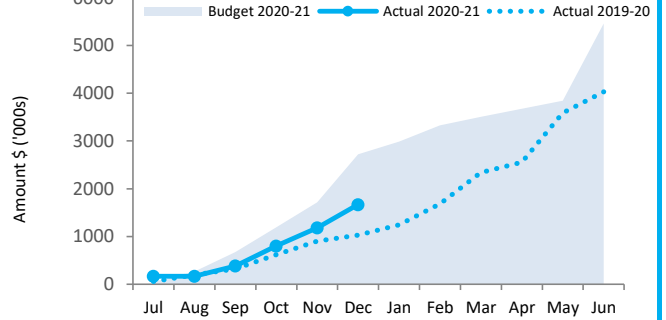
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

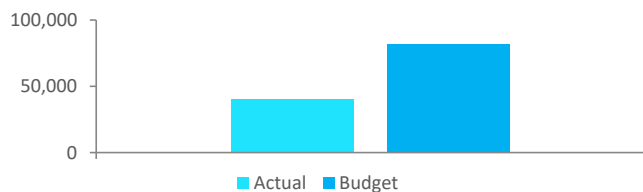
Budget Capital Expenses -v- Actual



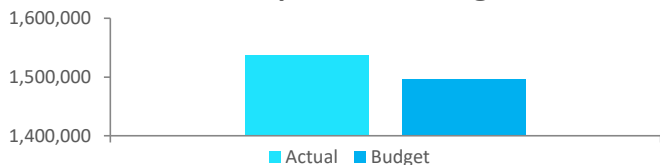
FINANCING ACTIVITIES

BORROWINGS

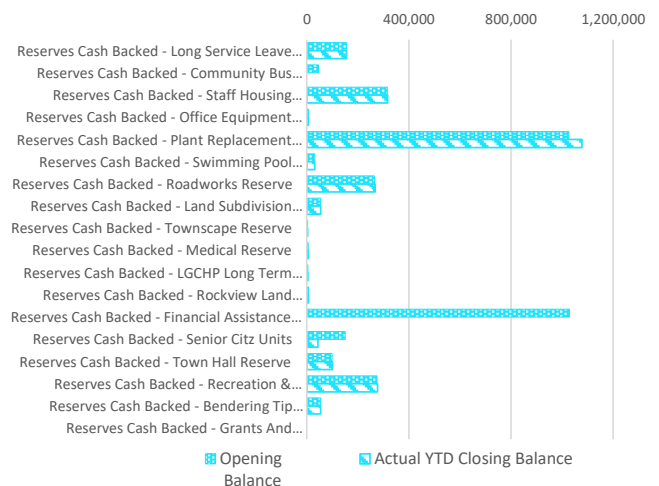
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

| | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|---------|----------------|----------------|----------------|-----------------|
| Opening | \$1.64 M | \$1.64 M | \$1.50 M | (\$0.14 M) |
| Closing | \$0.00 M | \$0.74 M | \$4.09 M | \$3.36 M |

Refer to Statement of Financial Activity

Cash and cash equivalents

| | \$ | % of total |
|-------------------|----------|------------|
| Unrestricted Cash | \$4.09 M | 63.0% |
| Restricted Cash | \$2.40 M | 37.0% |

Refer to Note 2 - Cash and Financial Assets

Payables

| | \$ | % Outstanding |
|----------------|----------|---------------|
| Trade Payables | \$0.03 M | |
| Over 30 Days | | 0.0% |
| Over 90 Days | | 0% |

Refer to Note 5 - Payables

Receivables

| | \$ | % Collected |
|------------------|----------|-------------|
| Rates Receivable | \$0.40 M | \$. M |
| Trade Receivable | \$0.08 M | |
| Over 30 Days | | 50.9% |
| Over 90 Days | | 4.6% |

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| \$0.17 M | \$1.42 M | \$1.95 M | \$0.53 M |

Refer to Statement of Financial Activity

Rates Revenue

| YTD Actual | \$ | % Variance |
|------------|----------|------------|
| YTD Actual | \$2.65 M | |
| YTD Budget | \$2.62 M | 1.3% |

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

| YTD Actual | \$ | % Variance |
|------------|----------|------------|
| YTD Actual | \$0.75 M | |
| YTD Budget | \$0.56 M | 32.4% |

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

| YTD Actual | \$ | % Variance |
|------------|----------|------------|
| YTD Actual | \$0.44 M | |
| YTD Budget | \$0.34 M | 29.6% |

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) |
|----------------|----------------|----------------|-----------------|
| (\$2.70 M) | (\$2.29 M) | (\$0.44 M) | \$1.84 M |

Refer to Statement of Financial Activity

Proceeds on sale

| YTD Actual | \$ | % |
|----------------|----------|---------|
| YTD Actual | \$0.10 M | |
| Adopted Budget | \$0.23 M | (54.3%) |

Refer to Note 7 - Disposal of Assets

Asset Acquisition

| YTD Actual | \$ | % Spent |
|----------------|----------|---------|
| YTD Actual | \$1.67 M | |
| Adopted Budget | \$5.46 M | (69.5%) |

Refer to Note 8 - Capital Acquisition

Capital Grants

| YTD Actual | \$ | % Received |
|----------------|----------|------------|
| YTD Actual | \$1.12 M | |
| Adopted Budget | \$2.44 M | (54.1%) |

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| \$0.89 M | (\$0.04 M) | \$1.08 M | \$1.12 M |

Refer to Statement of Financial Activity

Borrowings

| | |
|----------------------|----------|
| Principal repayments | \$0.04 M |
| Interest expense | \$0.04 M |
| Principal due | \$1.54 M |

Refer to Note 9 - Borrowings

Reserves

| | |
|------------------|----------|
| Reserves balance | \$2.40 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 DECEMBER 2020**

STATUTORY REPORTING PROGRAMS

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

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|------------------------------------|---|---|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Administration and operation of facilities and services to members of Council; other costs that relate to the task of assisting elected members and ratepayers on matters on matters which do not concern specific Council services |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services. | Rates, general purpose government grants and interest revenue. |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer and environmentally conscious community. | Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services. |
| HEALTH | To provide an operational framework for environmental and community health. | Inspection of food outlets and their control, noise control and waste disposal compliance. Administration of the RoeRochealth 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 DECEMBER 2020**

STATUTORY REPORTING PROGRAMS

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 1,640,666 | 1,640,666 | 1,503,086 | (137,581) | (8.39%) | |
| Revenue from operating activities | | | | | | | |
| Governance | | 150 | 72 | 3,510 | 3,438 | 4775.00% | |
| General purpose funding - general rates | 6 | 2,621,033 | 2,621,033 | 2,622,027 | 994 | 0.04% | |
| General purpose funding - other | | 1,016,751 | 526,503 | 499,421 | (27,082) | (5.14%) | |
| Law, order and public safety | | 53,659 | 19,352 | 19,280 | (72) | (0.37%) | |
| Health | | 212,587 | 106,278 | 101,765 | (4,513) | (4.25%) | |
| Education and welfare | | 138,469 | 95,749 | 119,154 | 23,405 | 24.44% | ▲ |
| Housing | | 137,066 | 68,496 | 65,429 | (3,067) | (4.48%) | |
| Community amenities | | 226,761 | 113,358 | 152,506 | 39,148 | 34.54% | ▲ |
| Recreation and culture | | 62,500 | 30,736 | 33,843 | 3,107 | 10.11% | |
| Transport | | 210,940 | 182,288 | 182,285 | (3) | (0.00%) | |
| Economic services | | 54,856 | 27,390 | 52,031 | 24,641 | 89.96% | ▲ |
| Other property and services | | 100,500 | 50,232 | 91,080 | 40,848 | 81.32% | ▲ |
| | | 4,835,272 | 3,841,487 | 3,942,331 | 100,844 | | |
| Expenditure from operating activities | | | | | | | |
| Governance | | (799,192) | (378,777) | (321,131) | 57,646 | 15.22% | ▲ |
| General purpose funding | | (75,790) | (32,484) | (21,941) | 10,543 | 32.46% | ▲ |
| Law, order and public safety | | (205,583) | (88,286) | (75,722) | 12,564 | 14.23% | ▲ |
| Health | | (606,388) | (288,148) | (275,021) | 13,127 | 4.56% | |
| Education and welfare | | (338,432) | (174,260) | (186,661) | (12,401) | (7.12%) | |
| Housing | | (145,493) | (79,006) | (72,875) | 6,131 | 7.76% | |
| Community amenities | | (562,724) | (281,531) | (300,585) | (19,054) | (6.77%) | |
| Recreation and culture | | (1,449,204) | (745,025) | (732,156) | 12,869 | 1.73% | |
| Transport | | (2,729,003) | (1,364,666) | (1,385,169) | (20,503) | (1.50%) | |
| Economic services | | (347,821) | (175,855) | (177,345) | (1,490) | (0.85%) | |
| Other property and services | | (152,610) | (145,471) | (39,368) | 106,103 | 72.94% | ▲ |
| | | (7,412,240) | (3,753,509) | (3,587,974) | 165,535 | | |
| Non-cash amounts excluded from operating activities | 1(a) | 2,745,636 | 1,333,572 | 1,596,013 | 262,441 | 19.68% | ▲ |
| Amount attributable to operating activities | | 168,668 | 1,421,550 | 1,950,370 | 528,820 | | |
| Investing Activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 2,437,989 | 415,675 | 1,118,604 | 702,929 | 169.11% | ▲ |
| Proceeds from disposal of assets | 7 | 225,500 | 20,000 | 103,138 | 83,138 | 415.69% | ▲ |
| Payments for property, plant and equipment and infrastructure | 8 | (5,358,632) | (2,720,957) | (1,665,142) | 1,055,815 | 38.80% | ▲ |
| Amount attributable to investing activities | | (2,695,143) | (2,285,282) | (443,399) | 1,841,883 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 1,410,680 | 0 | 1,289,011 | 1,289,011 | 0.00% | ▲ |
| Repayment of debentures | 9 | (82,261) | (40,659) | (40,659) | 0 | 0.00% | |
| Transfer to reserves | 10 | (442,610) | 0 | (165,609) | (165,609) | 0.00% | ▼ |
| Amount attributable to financing activities | | 885,809 | (40,659) | 1,082,743 | 1,123,402 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 736,275 | 4,092,799 | | | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 DECEMBER 2020

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 DECEMBER 2020**

BY NATURE OR TYPE

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 1,640,666 | 1,640,666 | 1,503,086 | (137,581) | (8.39%) | |
| Revenue from operating activities | | | | | | | |
| Rates | 6 | 2,621,033 | 2,621,033 | 2,622,027 | 994 | 0.04% | |
| Operating grants, subsidies and contributions | 12 | 1,445,805 | 825,033 | 746,831 | (78,202) | (9.48%) | |
| Fees and charges | | 651,506 | 340,150 | 440,929 | 100,779 | 29.63% | ▲ |
| Interest earnings | | 46,660 | 24,911 | 23,153 | (1,758) | (7.06%) | |
| Other revenue | | 55,768 | 30,360 | 83,536 | 53,176 | 175.15% | ▲ |
| Profit on disposal of assets | 7 | 14,500 | 0 | 25,855 | 25,855 | 0.00% | ▲ |
| | | 4,835,272 | 3,841,487 | 3,942,331 | 100,844 | | |
| Expenditure from operating activities | | | | | | | |
| Employee costs | | (2,311,075) | (1,155,262) | (1,125,665) | 29,597 | 2.56% | |
| Materials and contracts | | (1,678,726) | (790,472) | (423,955) | 366,517 | 46.37% | ▲ |
| Utility charges | | (291,785) | (145,434) | (106,175) | 39,259 | 26.99% | ▲ |
| Depreciation on non-current assets | | (2,622,965) | (1,311,210) | (1,615,219) | (304,009) | (23.19%) | ▼ |
| Interest expenses | | (72,294) | (36,146) | (36,418) | (272) | (0.75%) | |
| Insurance expenses | | (221,646) | (221,646) | (200,346) | 21,300 | 9.61% | |
| Other expenditure | | (135,010) | (70,977) | (73,041) | (2,064) | (2.91%) | |
| Loss on disposal of assets | 7 | (78,739) | (22,362) | (7,155) | 15,207 | 68.00% | ▲ |
| | | (7,412,240) | (3,753,509) | (3,587,974) | 165,535 | | |
| Non-cash amounts excluded from operating activities | | | | | | | |
| | 1(a) | 2,745,636 | 1,333,572 | 1,596,013 | 262,441 | 19.68% | ▲ |
| Amount attributable to operating activities | | 168,668 | 1,421,550 | 1,950,370 | 528,820 | | |
| Investing activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 2,437,989 | 415,675 | 1,118,604 | 702,929 | 169.11% | ▲ |
| Proceeds from disposal of assets | 7 | 225,500 | 20,000 | 103,138 | 83,138 | 415.69% | ▲ |
| Payments for property, plant and equipment and infrastructure | 8 | (5,358,632) | (2,720,957) | (1,665,142) | 1,055,815 | 38.80% | ▲ |
| Amount attributable to investing activities | | (2,695,143) | (2,285,282) | (443,399) | 1,841,883 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 1,410,680 | 0 | 1,289,011 | 1,289,011 | 0.00% | ▲ |
| Repayment of debentures | 9 | (82,261) | (40,659) | (40,659) | 0 | 0.00% | |
| Transfer to reserves | 10 | (442,610) | 0 | (165,609) | (165,609) | 0.00% | ▼ |
| Amount attributable to financing activities | | 885,809 | (40,659) | 1,082,743 | 1,123,402 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 736,275 | 4,092,799 | | | |

KEY INFORMATION

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

Refer to Note 16 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

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards.

Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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 report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 December 2020

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.

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.

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.

(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 | (14,500) | 0 | 25,855 |
| Movement in employee benefit provisions (non-current) | | 58,432 | 0 | 0 |
| Movement in other accruals | | | | 2,784 |
| Add: Loss on asset disposals | 7 | 78,739 | 22,362 | 7,155 |
| Add: Depreciation on assets | | 2,622,965 | 1,311,210 | 1,615,219 |
| Total non-cash items excluded from operating activities | | 2,745,636 | 1,333,572 | 1,596,013 |

(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 2020 | This Time Last Year 31 December 2019 | Year to Date 31 December 2020 |
|--|----|-----------------------------------|---|----------------------------------|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 10 | (3,521,978) | (2,045,047) | (2,398,576) |
| Less: Land Held for Resale | | (80,000) | (60,000) | (80,000) |
| Add: Borrowings | 9 | 82,260 | 39,736 | 41,602 |
| Total adjustments to net current assets | | (3,519,718) | (2,065,310) | (2,436,974) |

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

| | | | | |
|--|------|--------------------|--------------------|--------------------|
| Current assets | | | | |
| Cash and cash equivalents | 2 | 1,976,254 | 5,733,011 | 4,301,047 |
| Financial assets at amortised cost | 2 | 3,521,979 | 0 | 2,184,188 |
| Rates receivables | 3 | 155,860 | 427,779 | 395,008 |
| Receivables | 3 | 236,037 | 431,864 | 77,011 |
| Other current assets | 4 | 168,256 | 183,933 | 159,119 |
| Less: Current liabilities | | | | |
| Payables | 5 | (375,731) | (241,846) | (88,138) |
| Borrowings | 9 | (82,260) | (39,736) | (41,602) |
| Contract liabilities | 11 | (231,964) | | (111,233) |
| Provisions | 11 | (345,627) | (337,242) | (345,627) |
| Less: Total adjustments to net current assets | 1(b) | (3,519,718) | (2,065,310) | (2,436,974) |
| Closing funding surplus / (deficit) | | 1,503,086 | 4,092,453 | 4,092,799 |

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 DECEMBER 2020**

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(b) Adjusted Net Current Assets

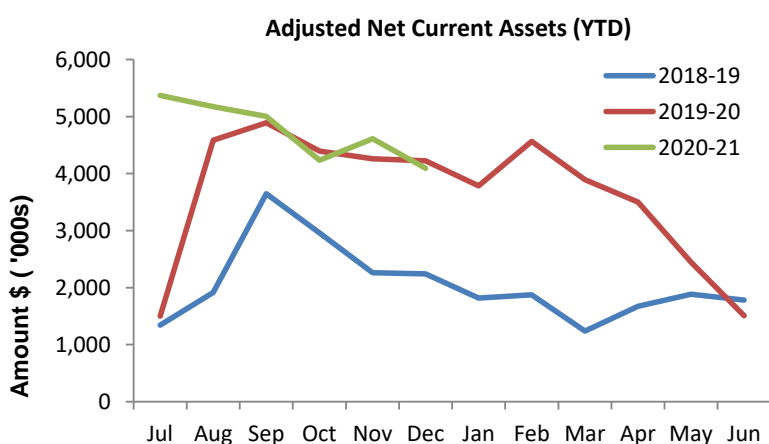
| Adjusted Net Current Assets | Ref Note | Last Years Closing 30 June 2020 | This Time Last Year 31 December 2019 | Year to Date Actual 31 December 2020 |
|--|-------------|------------------------------------|---|---|
| | | \$ | \$ | \$ |
| Current Assets | | | | |
| Short term Investment | 2 | 931,244 | 3,580,000 | 3,845,839 |
| Cash Unrestricted | 2 | 1,045,010 | 107,964 | 240,819 |
| Cash Restricted | 2 | 3,521,979 | 2,045,047 | 2,398,577 |
| Receivables - Rates | 3 | 155,860 | 427,779 | 395,008 |
| Receivables - Other | 3 | 236,037 | 431,864 | 24,636 |
| Accrued Income | | 0 | 26,721 | 0 |
| Interest / ATO Receivable | | 0 | 21,971 | 52,375 |
| Inventories | | 88,256 | 75,242 | 79,119 |
| Land held for resale - current | | 80,000 | 60,000 | 80,000 |
| | | 6,058,385 | 6,776,587 | 7,116,373 |
| Less: Current Liabilities | | | | |
| Payables | 5 | (607,694) | (241,846) | (199,371) |
| Provisions - employee | 11 | (345,627) | (337,242) | (345,627) |
| Long term borrowings | 9 | (82,260) | (39,736) | (41,602) |
| | | (1,035,581) | (618,824) | (586,599) |
| Unadjusted Net Current Assets | | 5,022,804 | 6,157,763 | 6,529,773 |
| Adjustments and exclusions permitted by FM Reg 32 | | | | |
| Less: Cash reserves | 10 | (3,521,979) | (2,045,047) | (2,398,577) |
| Less: Land held for resale | | (80,000) | (60,000) | (80,000) |
| Add: Long term borrowings | 11 | 82,260 | 39,736 | 41,602 |
| Adjusted Net Current Assets | | 1,503,086 | 4,092,453 | 4,092,799 |

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) |
| \$4.09 M |
| Last Year YTD |
| Surplus (Deficit) |
| \$4.09 M |

| Description | Classification | Unrestricted | Restricted | Total Cash | Trust | Institution | Interest Rate | Maturity Date |
|------------------------------------|------------------------------------|------------------|------------------|------------------|------------------|-------------|---------------|---------------|
| | | \$ | \$ | \$ | \$ | | | |
| Cash on hand | | | | | | | | |
| Petty Cash and Floats | Cash and cash equivalents | 1,100 | | 1,100 | | | | |
| At Call Deposits | | | | | | | | |
| Municipal Fund | Cash and cash equivalents | 239,719 | | 239,719 | | NAB | | At Call |
| Trust Fund | Cash and cash equivalents | 0 | | | 98,971 | NAB | | At Call |
| Stevenson Trust Fund | Cash and cash equivalents | 0 | | | 916,308 | NAB | | At Call |
| Licensing Trust Fund | Cash and cash equivalents | 0 | | | 0 | NAB | | At Call |
| Overnight Cash Deposit Facility | Cash and cash equivalents | 3,845,839 | 214,388 | 4,060,227 | | WATC | 0.20% | At Call |
| Term Deposits | | | | | | | | |
| Reserve Fund | Financial assets at amortised cost | 0 | 2,184,188 | 2,184,188 | | NAB | 1.00% | 1/12/2020 |
| Total | | 4,086,658 | 2,398,577 | 6,485,235 | 1,015,279 | | | |
| Comprising | | | | | | | | |
| Cash and cash equivalents | | 4,086,658 | 214,389 | 4,301,047 | 1,015,279 | | | |
| Financial assets at amortised cost | | 0 | 2,184,188 | 2,184,188 | 0 | | | |
| | | 4,086,658 | 2,398,577 | 6,485,235 | 1,015,279 | | | |

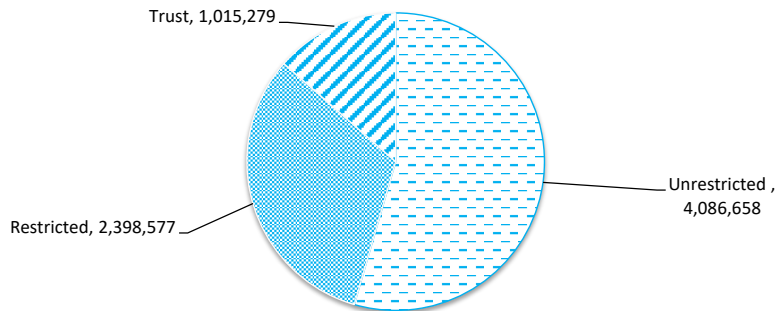
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

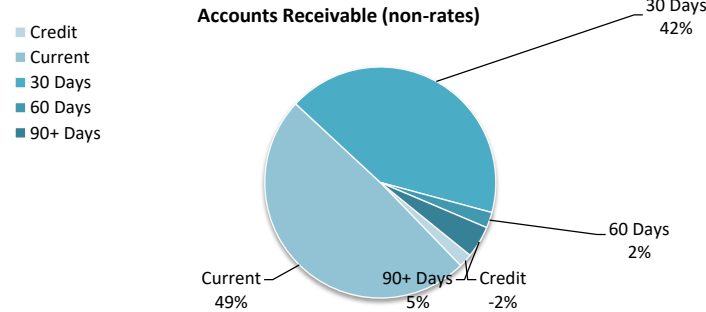
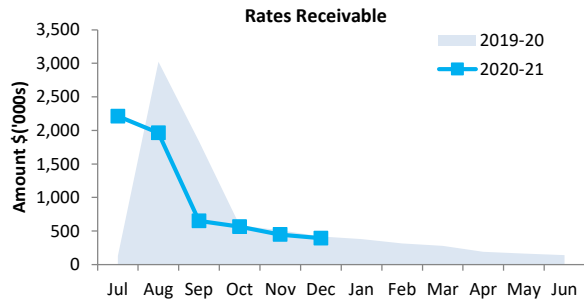
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

| Rates receivable | 30 Jun 2020 | 31 Dec 2020 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Opening arrears previous years | 135,726 | 155,860 |
| Rates levied this year | 2,634,055 | 2,654,515 |
| Less - collections to date | (2,613,921) | (2,415,367) |
| Equals current outstanding | 155,860 | 395,008 |
| Net rates collectable | 155,860 | 395,008 |
| % Collected | 94% | 86% |

| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (497) | 12,596 | 10,833 | 563 | 1,141 | 24,636 |
| Percentage | (2.0%) | 51.1% | 44% | 2.3% | 4.6% | |
| Balance per trial balance | | | | | | |
| Sundry receivable | | | | | | 24,636 |
| GST receivable | | | | | | 52,375 |
| Total receivables general outstanding | | | | | | 77,011 |
| 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 2020 | Asset Increase | Asset Reduction | Closing Balance 31 December 2020 |
|---|-----------------------------------|-------------------|--------------------|--|
| | \$ | \$ | \$ | \$ |
| Inventory | | | | |
| Inventory | 88,256 | 0 | (9,137) | 79,119 |
| Land held for resale | | | | |
| Land held for resale - Current | 80,000 | 0 | 0 | 80,000 |
| Accrued Income/Prepayments | | | | |
| Prepayments | 0 | 0 | (130) | 0 |
| Total other current assets | 168,256 | 0 | (9,267) | 159,119 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Inventory

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

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

Land held for resale

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

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

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

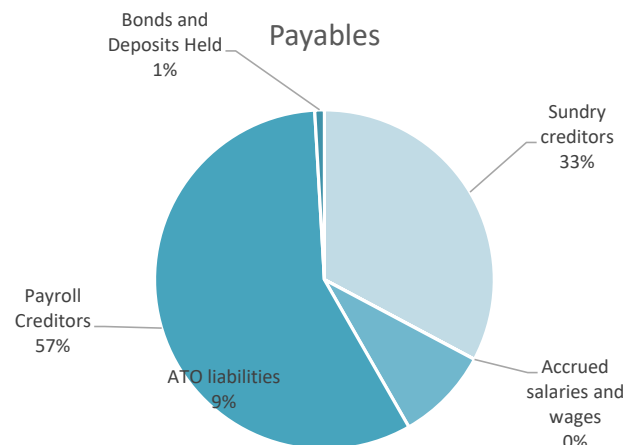
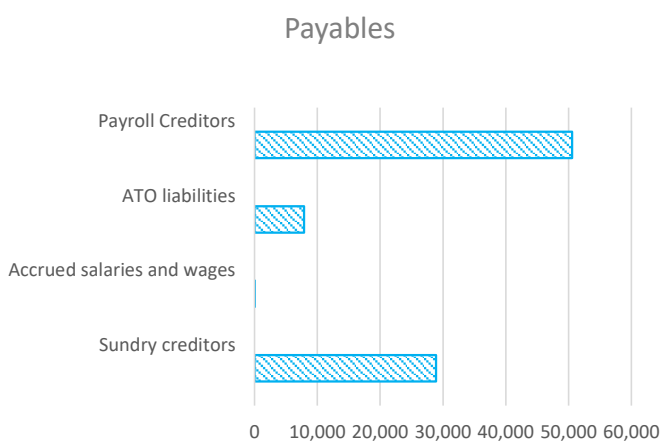
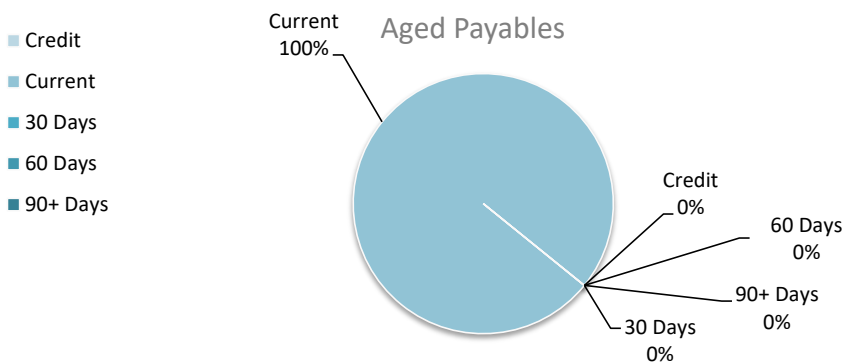
Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|--------|---------|---------|---------|----------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 264 | 0 | 0 | 0 | 264 |
| ESL Payable | 0 | 28,619 | | | | 28,619 |
| Percentage | 0% | 100% | 0% | 0% | 0% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 28,884 |
| Accrued salaries and wages | | | | | | 8 |
| ATO liabilities | | | | | | 7,873 |
| Payroll Creditors | | | | | | 50,566 |
| Bonds and Deposits Held | | | | | | 807 |
| Total payables general outstanding | | | | | | 88,138 |

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.



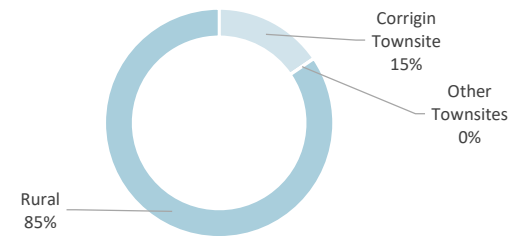
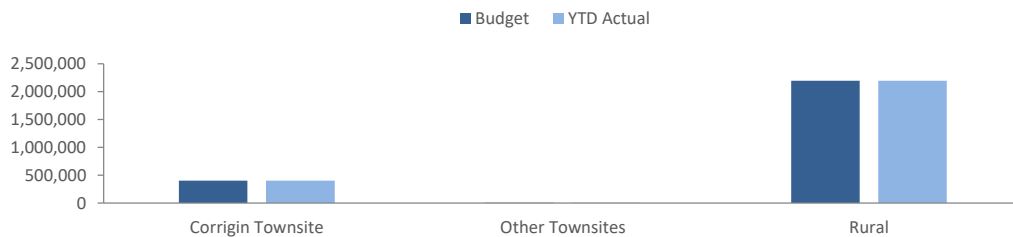
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

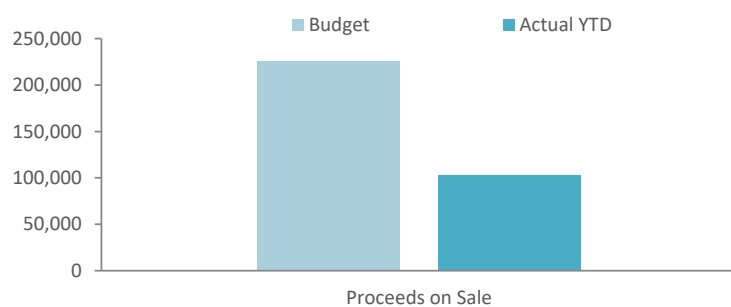
| General rate revenue | Budget | | | | | | | YTD Actual | | | |
|----------------------------------|--------------------|----------------------|--------------------|------------------|--------------|-----------|------------------|------------------|---------------|------------|------------------|
| | 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 | | | | | | | | | | | |
| Corrigin Townsite | 0.091275 | 408 | 4,393,054 | 400,976 | 994 | 0 | 401,970 | 400,957 | 402 | | 401,359 |
| Other Townsites | 0.091275 | 3 | 18,980 | 1,732 | 0 | 0 | 1,732 | 1,733 | | | 1,733 |
| Unimproved value | | | | | | | | | | | |
| Rural | 0.013934 | 342 | 157,355,000 | 2,192,585 | 0 | 0 | 2,192,585 | 2,192,567 | | | 2,192,567 |
| Sub-Total | | 753 | 161,767,034 | 2,595,293 | 994 | 0 | 2,596,287 | 2,595,258 | 402 | 0 | 2,595,659 |
| Minimum payment | Minimum \$ | | | | | | | | | | |
| Gross rental value | | | | | | | | | | | |
| Corrigin Townsite | 390 | 42 | 80,204 | 16,380 | 0 | 0 | 16,380 | 16,380 | | | 16,380 |
| Other Townsites | 390 | 10 | 12,230 | 3,900 | 0 | 0 | 3,900 | 3,900 | | | 3,900 |
| Unimproved value | | | | | | | | | | | |
| Rural | 390 | 14 | 111,927 | 5,460 | 0 | 0 | 5,460 | 5,460 | | | 5,460 |
| Sub-total | | 66 | 204,361 | 25,740 | 0 | 0 | 25,740 | 25,740 | 0 | 0 | 25,740 |
| Amount from general rates | | | | | | | 2,622,027 | | | | 2,621,399 |
| Ex-gratia rates | | | | | | | 33,116 | | | | 33,116 |
| Total general rates | | | | | | | 2,655,143 | | | | 2,654,515 |

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.



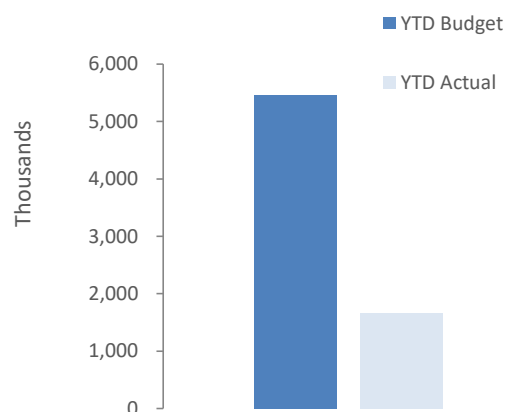
| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------------|------------------------------------|----------------|----------------|---------------|-----------------|----------------|----------------|---------------|----------------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | Land and Buildings | | | | | | | | |
| | Community Amenities | | | | | | | | |
| | 2 Price Retreat Granite Rise | | | 0 | 0 | 25,000 | 37,673 | 12,673 | 0 |
| | 5 Abe Way Granite Rise | | | 0 | 0 | 30,000 | 43,182 | 13,182 | 0 |
| | Plant and equipment | | | | | | | | |
| | Law, order, public safety | | | | | | | | |
| | Central BFB Fire Truck | 48,193 | 0 | 0 | (48,193) | 0 | 0 | 0 | 0 |
| | Health | | | | | | | | |
| | 4CR Holden Acadia | 33,184 | 25,000 | 0 | (8,184) | 0 | 0 | 0 | 0 |
| | Transport | | | | | | | | |
| | CR11 Caterpillar 12M Grader | 136,000 | 150,000 | 14,000 | 0 | 0 | 0 | 0 | 0 |
| | CR3038 1988 Mower Trailer | 0 | 500 | 500 | 0 | 0 | 0 | 0 | 0 |
| | Traffic Controllers | 0 | 0 | 0 | 0 | 6,000 | 1,110 | 0 | (4,890) |
| | Other property and services | | | | | | | | |
| | 1CR Mazda Asaki | 46,671 | 30,000 | 0 | (16,671) | 0 | 0 | 0 | 0 |
| | CR123 Holden Colorado | 25,691 | 20,000 | 0 | (5,691) | 23,439 | 21,174 | 0 | (2,265) |
| | | 289,739 | 225,500 | 14,500 | (78,739) | 84,439 | 103,138 | 25,855 | (7,155) |



| Capital acquisitions | Adopted | | YTD Actual | YTD Actual Variance |
|---|------------------|------------------|------------------|---------------------|
| | Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Buildings | 1,271,880 | 1,012,680 | 586,455 | (426,225) |
| Plant and equipment | 1,071,400 | 516,150 | 62,336 | (453,814) |
| Infrastructure - roads | 1,999,994 | 973,769 | 821,082 | (152,687) |
| Infrastructure - Footpaths | 35,358 | 35,358 | 10,953 | (24,405) |
| Infrastructure - Other | 1,080,000 | 183,000 | 184,315 | 1,315 |
| Payments for Capital Acquisitions | 5,458,632 | 2,720,957 | 1,665,142 | (1,055,815) |
| Right of use assets | 0 | 0 | 0 | 0 |
| Total Capital Acquisitions | 5,458,632 | 2,720,957 | 1,665,142 | (1,055,815) |
| Capital Acquisitions Funded By: | | | | |
| | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 2,437,989 | 415,675 | 1,118,604 | 702,929 |
| Other (disposals & C/Fwd) | 225,500 | 20,000 | 103,138 | 83,138 |
| Cash backed reserves | | | | |
| Reserves Cash Backed - Plant Replacement Reserve | 25,000 | 0 | 0 | 0 |
| Reserves Cash Backed - Senior Citz Units | 137,245 | 0 | 214,389 | 214,389 |
| Reserves Cash Backed - Recreation & Events Centre Reserve | 220,000 | 0 | 0 | 0 |
| Contribution - operations | 2,412,898 | 2,285,282 | 229,011 | (2,056,271) |
| Capital funding total | 5,458,632 | 2,720,957 | 1,665,142 | (1,055,815) |

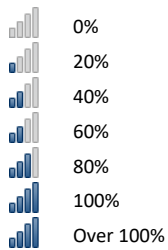
SIGNIFICANT ACCOUNTING POLICIES

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.

| | | Adopted | | | |
|-----------------------------------|--|------------------|------------------|------------------|------------------------|
| Account Description | | Budget | YTD Budget | YTD Actual | Variance (Under)/Over) |
| Land and Buildings | | | | | |
| 08411 | Aged Housing Units | 610,200 | 601,000 | 268,538 | (332,462) |
| 13282 | Caravan Park Ablution Block | 300,000 | 300,000 | 179,141 | (120,859) |
| 07780 | Wellness Centre Refurbishment | 250,000 | 0 | 0 | 0 |
| 10184 | Container Deposit Scheme Facility | 30,000 | 30,000 | 74,087 | 44,087 |
| 11180 | Town Hall Ceiling Repairs | 81,680 | 81,680 | 64,689 | (16,991) |
| Plant & Equipment | | | | | |
| 14582 | Purchase & Disposal of 1CR Mazda | 50,000 | 0 | 0 | 0 |
| 7480 | Purchase & Disposal of 4CR Holden | 35,000 | 0 | 0 | 0 |
| 14280 | Purchase & Disposal of CR123 Holden | 40,000 | 40,000 | 42,537 | 2,537 |
| 12382 | Purchase & Disposal of CR11 Caterpillar Grader | 450,000 | 450,000 | 0 | (450,000) |
| 15181 | Purchase & Disposal of Central BFB Fire Truck | 450,000 | 0 | 0 | 0 |
| 14287 | Purchase & Disposal of Small Plant | 40,500 | 20,250 | 14,460 | (5,790) |
| 14293 | Purchase Pocket RAMM Tablet & Keyboard | 5,900 | 5,900 | 5,339 | (561) |
| Infrastructure - Roads | | | | | |
| CR009 | Bilbarin East Road | 104,740 | 0 | 0 | 0 |
| MR016 | Babakin Corrigin Road | 63,400 | 63,400 | 57,915 | (5,485) |
| RR003 | Bullaring Pingelly Road | 352,866 | 0 | 118 | 118 |
| CR016 | Babakin Corrigin Road | 107,329 | 107,328 | 26,292 | (81,036) |
| RG174 | Corrigin Narembreen Road | 35,191 | 0 | 0 | 0 |
| RG016 | Babakin Corrigin Road | 78,000 | 0 | 0 | 0 |
| RR172 | Corrigin Quairading Road | 454,855 | 454,854 | 479,233 | 24,379 |
| RG001 | Bendering Road | 522,281 | 348,187 | 186,161 | (162,026) |
| LRC001 | Bendering Road | 274,862 | 0 | 71,364 | 71,364 |
| CR010 | Bendering Road | 3,570 | 0 | 0 | 0 |
| CR159 | Malcolm Street | 2,900 | 0 | 0 | 0 |
| Infrastructure - Footpaths | | | | | |
| 12281 | Footpath Upgrade | 35,358 | 35,358 | 10,953 | (24,405) |
| Infrastructure - Other | | | | | |
| 13285 | Rotary Park Redevelopment | 500,000 | 0 | 0 | 0 |
| 13783 | Water Sustainability Project | 167,000 | 0 | 4,970 | 4,970 |
| 13782 | Standpipe Upgrade | 8,000 | 8,000 | 6,800 | (1,200) |
| 11390 | Oval Lighting Upgrade | 220,000 | 0 | 3,174 | 3,174 |
| 11293 | Swimming Pool Filter Upgrade | 175,000 | 175,000 | 169,371 | (5,629) |
| 10785 | Niche Wall Construction | 10,000 | 0 | 0 | 0 |
| | | 5,458,632 | 2,720,957 | 1,665,142 | (1,055,815) |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

| Information on borrowings | | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|-------------------------------|----------|-------------|----------------------|--------|-----------------------|-----------|---------------------|--------|
| Particulars | Loan No. | 1 July 2020 | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Recreation and culture | | | | | | | | |
| Recreation and Events Centre | 102 | 1,578,353 | 40,659 | 82,261 | 1,537,694 | 1,496,092 | 36,618 | 72,293 |
| Total | | 1,578,353 | 40,659 | 82,261 | 1,537,694 | 1,496,092 | 36,618 | 72,293 |
| Current borrowings | | 82,261 | | | -41,602 | | | |
| Non-current borrowings | | 1,496,092 | | | 1,579,296 | | | |
| | | 1,578,353 | | | 1,537,694 | | | |

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

| Reserve name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|--|------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|-------------------------------|-----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserves Cash Backed - Long Service Leave Reserve | 154,938 | 1,395 | 777 | 15,000 | - | - | - | 171,333 | 155,715 |
| Reserves Cash Backed - Community Bus Reserve | 45,765 | 412 | - | - | - | - | (45,765) | 46,177 | 0 |
| Reserves Cash Backed - Staff Housing Reserve | 314,921 | 2,835 | 1,579 | 20,000 | - | - | - | 337,756 | 316,500 |
| Reserves Cash Backed - Office Equipment Reserve | 6,560 | 59 | 33 | 10,000 | - | - | - | 16,619 | 6,593 |
| Reserves Cash Backed - Plant Replacement Reserve | 1,025,872 | 9,230 | 5,373 | 50,000 | 45,765 | (25,000) | - | 1,060,102 | 1,077,010 |
| Reserves Cash Backed - Swimming Pool Reserve | 30,882 | 278 | 155 | 100,000 | - | - | - | 131,160 | 31,037 |
| Reserves Cash Backed - Roadworks Reserve | 265,566 | 2,391 | 1,331 | 30,000 | - | - | - | 297,957 | 266,897 |
| Reserves Cash Backed - Land Subdivision Reserve | 53,420 | 481 | 268 | - | - | - | - | 53,901 | 53,688 |
| Reserves Cash Backed - Townscape Reserve | 2,717 | 24 | 14 | 10,000 | - | - | - | 12,741 | 2,731 |
| Reserves Cash Backed - Medical Reserve | 4,834 | 44 | 24 | 10,000 | - | - | - | 14,878 | 4,858 |
| Reserves Cash Backed - LGCHP Long Term Maintenance Reserve | 4,008 | 36 | 20 | 10,000 | - | - | - | 14,044 | 4,028 |
| Reserves Cash Backed - Rockview Land Reserve | 5,881 | 53 | 29 | 1,000 | - | - | - | 6,934 | 5,910 |
| Reserves Cash Backed - Financial Assistance Grant | 1,028,266 | 169 | 592 | - | - | (1,028,435) | (1,028,858) | 0 | 0 |
| Reserves Cash Backed - Senior Citz Units | 150,330 | 388 | 361 | - | 107,143 | (137,245) | (214,389) | 13,473 | 43,445 |
| Reserves Cash Backed - Town Hall Reserve | 99,087 | 892 | 497 | 10,000 | - | - | - | 109,979 | 99,584 |
| Reserves Cash Backed - Recreation & Events Centre Reserve | 275,311 | 2,479 | 1,380 | 150,000 | - | (220,000) | - | 207,790 | 276,691 |
| Reserves Cash Backed - Bendering Tip Reserve | 53,620 | 444 | 269 | 5,000 | - | - | - | 59,064 | 53,889 |
| Reserves Cash Backed - Grants And Contributions Reserve | 0 | - | - | - | - | - | - | 0 | 0 |
| | 3,521,978 | 21,610 | 12,702 | 421,000 | 152,908 | (1,410,680) | (1,289,011) | 2,553,908 | 2,398,576 |

KEY INFORMATION

| Other current liabilities | Note | Opening Balance 1 July 2020 | Liability Increase | Liability Reduction | Closing Balance 31 December 2020 |
|---|------|-----------------------------------|-----------------------|------------------------|--|
| | | \$ | \$ | \$ | \$ |
| Contract liabilities | | | | | |
| Unspent grants, contributions and reimbursements | | | | | |
| - operating | 12 | 0 | 0 | 0 | 0 |
| - non-operating | 13 | (214,388) | 0 | 214,388 | (0) |
| Total unspent grants, contributions and reimbursements | | (214,388) | 0 | 214,388 | (0) |
| Rubbish Service - Income Rec'd in Advance | | 0 | (205,721) | 102,861 | (102,861) |
| Income in Advance | | (17,576) | | 9,207 | (8,369) |
| Provisions | | | | | |
| Annual leave | | (196,912) | 0 | 0 | (196,912) |
| Long service leave | | (148,715) | 0 | 0 | (148,715) |
| Total Provisions | | (345,627) | 0 | 0 | (345,627) |
| Total other current assets | | (577,591) | (205,721) | 326,456 | (456,857) |
| Amounts shown above include GST (where applicable) | | | | | |

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent operating grant, subsidies and contributions liability | | | | | Operating grants, subsidies and contributions revenue | | |
|--|--|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|-----------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Dec 2020 | Current Liability 31 Dec 2020 | YTD Budget | Annual Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating grants and subsidies | | | | | | | | |
| General purpose funding | | | | | | | | |
| Federal Assistance Grant Scheme - General | | | | 0 | | 303,252 | 606,505 | 283,441 |
| Federal Assistance Grant Scheme - Roads | | | | 0 | | 158,360 | 316,720 | 154,719 |
| Law, order, public safety | | | | | | | | |
| DFES BFB Funding | | | | 0 | | 10,790 | 43,159 | 11,955 |
| Education and welfare | | | | | | | | |
| DPIRD CRC Funding | | | | 0 | | 79,677 | 106,237 | 74,658 |
| Resource Centre Small Grant Funding | | | | 0 | | 1,000 | 1,000 | 8,020 |
| Recreation and culture | | | | | | | | |
| Bike Week Grant Funding | | | | 0 | | 0 | 500 | 0 |
| Saluting their Service Commemorative Grant Funding | | | | 0 | | 4,940 | 4,940 | 4,940 |
| Thank a Volunteer Funding | | | | 0 | | 0 | 855 | 0 |
| Healthways Park Party Funding | | | | 0 | | 3,500 | 3,500 | 4,200 |
| Transport | | | | | | | | |
| MRWA Direct Grant | | | | 0 | | 0 | 0 | 168,140 |
| Tidy Towns Award | | | | 0 | | | | 455 |
| Regional Bike Network | | | | 0 | | | | 1,000 |
| | 0 | 0 | 0 | 0 | 0 | 561,519 | 1,083,416 | 711,527 |
| Operating contributions | | | | | | | | |
| Health | | | | | | | | |
| ROE Health Scheme Contributions | | | | 0 | | 0 | 0 | 33,459 |
| Bendering Tip Income | | | | 0 | | | | 300 |
| Recreation and culture | | | | | | | | |
| Park Party Local Contributions | | | | 0 | | 2,500 | 2,500 | 1,545 |
| | 0 | 0 | 0 | 0 | 0 | 2,500 | 2,500 | 35,304 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 564,019 | 1,085,916 | 746,831 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent non operating grants, subsidies and contributions liability | | | | | Non operating grants, subsidies and contributions revenue | | | |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|-------------------|------------------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Dec 2020 | Current Liability 31 Dec 2020 | YTD Budget | Annual Budget | Amended Budget | YTD Revenue Actual (b) |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-operating grants and subsidies | | | | | | | | | |
| Law, order, public safety | | | | | | | | | |
| DFES - Central BFB Truck | | | | 0 | | 0 | 450,000 | 450,000 | 0 |
| Health | | | | | | | | | |
| Drought Communities Program | | | | 0 | | 0 | 250,000 | 0 | 0 |
| Education and welfare | | | | | | | | | |
| DPIRD Wheatbelt South Aged Housing | 214,388 | 0 | (214,388) | 0 | 0 | 92,857 | 185,714 | 185,714 | 214,388 |
| Recreation and culture | | | | | | | | | |
| Drought Communities Program | | | | 0 | | 75,000 | 25,000 | 75,000 | 68,273 |
| Transport | | | | | | | | | |
| Grant - Regional Road Group Income | | | | 0 | | 182,500 | 365,000 | 365,000 | 152,583 |
| Grant - Roads to Recovery Income | | | | 0 | | 140,318 | 435,275 | 435,275 | 82,409 |
| Regional Bicycle Network Funding | | | | 0 | | 0 | 2,000 | 2,000 | 0 |
| Grant - Local Regional Community Infrastructure Program | | | | 0 | | 0 | 0 | 0 | 214,587 |
| Economic services | | | | | | | | | |
| Drought Communities Program | | | | 0 | | 250,000 | 725,000 | 925,000 | 386,364 |
| TOTALS | 214,388 | 0 | (214,388) | 0 | 0 | 740,675 | 2,437,989 | 2,437,989 | 1,118,604 |

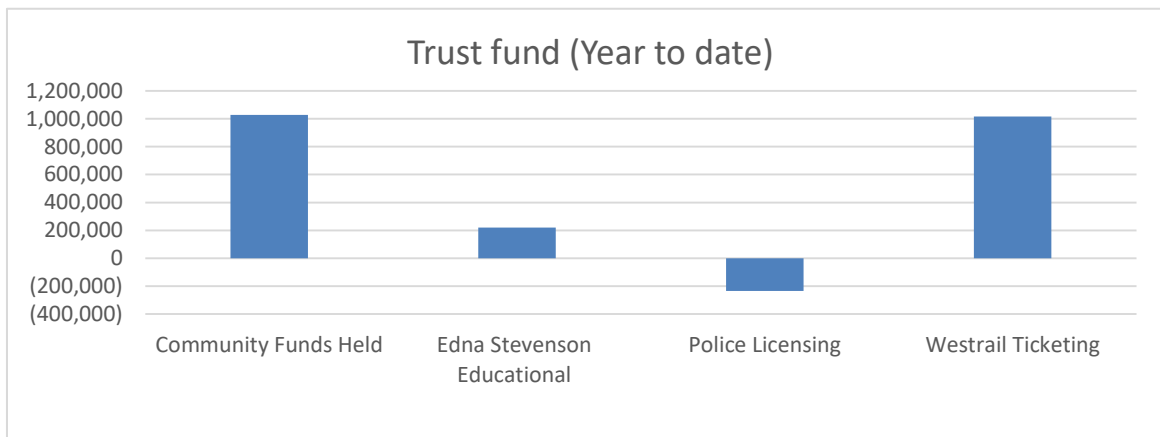
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**NOTE 14
TRUST FUND**

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

| Description | Opening Balance | Amount | Amount | Closing Balance |
|----------------------------|------------------|----------------|------------------|------------------|
| | 1 July 2020 | Received | Paid | 31 Dec 2020 |
| | \$ | \$ | \$ | \$ |
| Community Funds Held | 61,750 | 21,675 | (18,236) | 65,189 |
| Edna Stevenson Educational | 926,076 | 232 | (10,000) | 916,308 |
| Police Licensing | 6,683 | 198,771 | (205,455) | 0 |
| Westrail Ticketing | 40 | 483 | (402) | 121 |
| Bendering Tip | 33,661 | 0 | 0 | 33,661 |
| | 1,028,211 | 221,161 | (234,094) | 1,015,279 |

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**NOTE 15
BUDGET AMENDMENTS**

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

| GL Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| | Budget adoption | | Opening surplus | | | | 1,640,666 |
| 72600 | Reallocation of Transfer to Swimming Pool Reserve to Capital Project | #153/2020 | Non Cash Item | (100,000) | | | 1,540,666 |
| 13783 | Reallocation of Water Sustainability Capital Project Funding to Swimming Pool Capital Project | #153/2020 | Non Cash Item | (70,000) | | | 1,470,666 |
| 11293 | Increase of funds available to Filter Upgrade at Swimming Pool | #153/2020 | Non Cash Item | 170,000 | | | 1,640,666 |
| 07780 | Reallocate Drought Communities Program Wellness Centre project funds | #167/2020 | Non Cash Item | (250,000) | | | 1,640,666 |
| 13282 | Allocate Drought Communities Program funds to Caravan Park Ablution project | #167/2020 | Non Cash Item | 250,000 | | | 1,640,666 |
| 13282 | Reallocate capital municipal funds Caravan Park Ablution project | #167/2020 | Non Cash Item | (250,000) | | | 1,640,666 |
| 07780 | Allocate capital municipal funds to Wellness Centre project | #167/2020 | Non Cash Item | 250,000 | | | 1,640,666 |
| | | | | 0 | 0 | 0 | |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Timing/ Permanent | Explanation of Variance |
|---|-----------|----------|-------------------|--|
| | \$ | % | | |
| Revenue from operating activities | | | | |
| Governance | 3,438 | 4775.00% | Permanent | Reimbursement from other Councils for RoeRoc Dinner received. Reimbursement wasn't budgeted income, will be reflected at budget review. |
| General purpose funding - other | (27,082) | (5.14%) | Permanent | FAGS funding is less than anticipated, actual funding will be reflected at budget review. |
| Education and welfare | 23,405 | 24.44% | ▲ Permanent | Unanticipated income from truck driving course, there are expenses that offset this income. |
| Community amenities | 39,148 | 34.54% | ▲ Timing | Unbudgeted profit on sale of blocks in Granite Rise, will be reflected in budget review. Fees and Charges income across the program is higher than anticipated year to date. |
| Recreation and culture | 3,107 | 10.11% | Timing | Pool Admission income is higher than anticipated year to date. |
| Economic services | 24,641 | 89.96% | ▲ Permanent | Standpipe income is higher than anticipated YTD budget, will be reviewed at budget review. Tourism income is higher than anticipated year to date |
| Other property and services | 40,848 | 81.32% | ▲ Permanent | Workers Compensation reimbursements higher than anticipated budget. |
| Expenditure from operating activities | | | | |
| Governance | 57,646 | 15.22% | ▲ Timing | Year to date expenditure is below anticipated budget across the program. |
| General purpose funding | 10,543 | 32.46% | ▲ Timing | Legal fee expenditure is under anticipated YTD budget. |
| Law, order and public safety | 12,564 | 14.23% | ▲ Timing | Fire Prevention expenditure is under anticipated year to date budget. Ranger services expenditure is under YTD budget. Emergency call out expenditure under YTD budget. |
| Health | 13,127 | 4.56% | Timing | Roe Health is under anticipated year to date budget. Medical services is also under anticipated year to date budget. |
| Education and welfare | (12,401) | (7.12%) | Permanent | Unanticipated expenditure due to truck driving course, offset by unbudgeted income. |
| Community amenities | (19,054) | (6.77%) | Timing | Container Deposit Scheme expenditure is over anticipated year to date budget. |
| Recreation and culture | 12,869 | 1.73% | Timing | Other recreation and sport is under anticipated year to date budget. |
| Transport | (20,503) | (1.50%) | Timing | Town maintenance expense and depreciation over anticipated year to date budget. |
| Other property and services | 106,103 | 72.94% | ▲ Timing | Plant op costs over allocating, allocation % has been audited by consultant and corrections to be made. |
| Investing activities | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 702,929 | 169.11% | ▲ Timing | Part payment of Local and Regional Community Infrastructure Program Grant and Drought Communities Grant received before anticipated. |
| Proceeds from disposal of assets | 83,138 | 415.69% | ▲ Timing | Proceeds received for sale of Granite Rise blocks, sale of asset income higher than anticipated year to date budget |
| Payments for property, plant and equipment and infrastructure | 1,055,815 | 38.80% | ▲ Timing | Capital projects behind YTD budget due to timing. |
| Financing activities | | | | |
| Transfer from reserves | 1,289,011 | 0.00% | ▲ Timing | Transfer of FAGS funding from reserve |
| Transfer to reserves | (165,609) | 0.00% | ▼ Timing | Transfer of 2nd Aged Care grant milestone payment |



SHIRE OF CORRIGIN

*Financial Statements for the
month of January 2021*



SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 January 2021

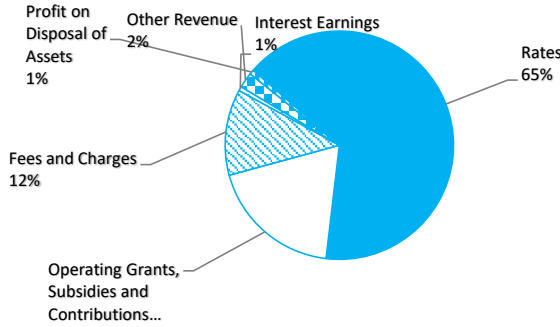
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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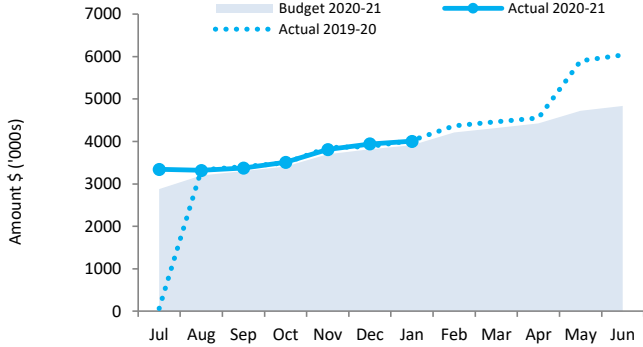
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OPERATING ACTIVITIES

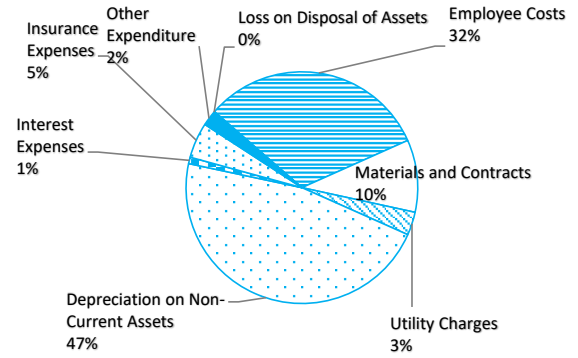
OPERATING REVENUE



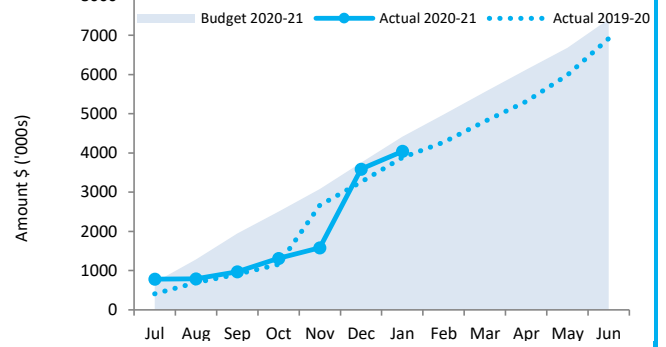
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



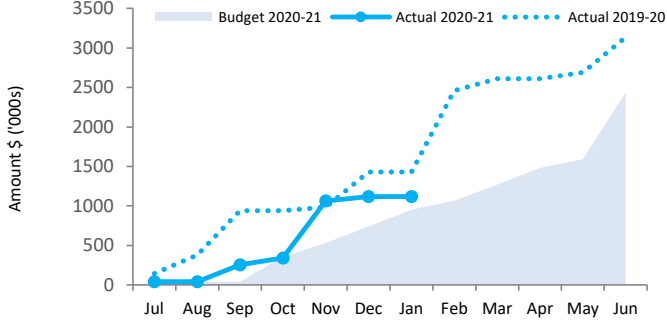
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

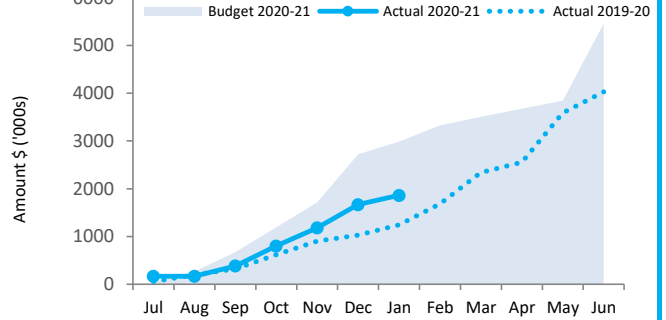
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

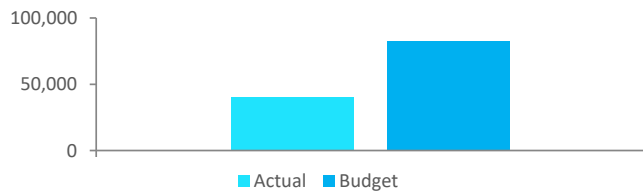
Budget Capital Expenses -v- Actual



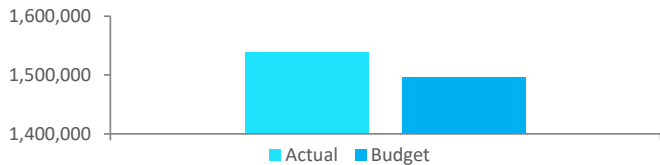
FINANCING ACTIVITIES

BORROWINGS

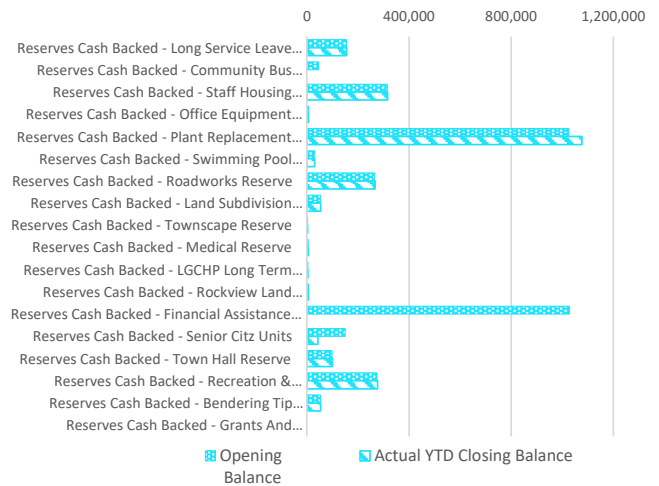
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

| | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|---------|----------------|----------------|----------------|-----------------|
| Opening | \$1.64 M | \$1.64 M | \$1.50 M | (\$0.14 M) |
| Closing | \$0.00 M | \$0.62 M | \$3.81 M | \$3.19 M |

Refer to Statement of Financial Activity

Cash and cash equivalents

| | \$6.29 M | % of total |
|-------------------|----------|------------|
| Unrestricted Cash | \$3.89 M | 61.9% |
| Restricted Cash | \$2.40 M | 38.1% |

Refer to Note 2 - Cash and Financial Assets

Payables

| | \$0.13 M | % Outstanding |
|----------------|----------|---------------|
| Trade Payables | \$0.03 M | |
| Over 30 Days | | 0.0% |
| Over 90 Days | | 0% |

Refer to Note 5 - Payables

Receivables

| | \$0.10 M | % Collected |
|------------------|----------|-------------|
| Rates Receivable | \$0.31 M | \$ M |
| Trade Receivable | \$0.10 M | |
| Over 30 Days | | 67.0% |
| Over 90 Days | | 5% |

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| \$0.17 M | \$1.06 M | \$1.86 M | \$0.81 M |

Refer to Statement of Financial Activity

Rates Revenue

| YTD Actual | \$2.65 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$2.62 M | 1.3% |

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

| YTD Actual | \$0.76 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$0.58 M | 31.6% |

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

| YTD Actual | \$0.49 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$0.39 M | 24.7% |

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) |
|----------------|----------------|----------------|-----------------|
| (\$2.70 M) | (\$2.03 M) | (\$0.64 M) | \$1.39 M |

Refer to Statement of Financial Activity

Proceeds on sale

| YTD Actual | \$0.10 M | % |
|----------------|----------|---------|
| Adopted Budget | \$0.23 M | (54.3%) |

Refer to Note 7 - Disposal of Assets

Asset Acquisition

| YTD Actual | \$1.86 M | % Spent |
|----------------|----------|---------|
| Adopted Budget | \$5.46 M | (65.9%) |

Refer to Note 8 - Capital Acquisition

Capital Grants

| YTD Actual | \$1.12 M | % Received |
|----------------|----------|------------|
| Adopted Budget | \$2.44 M | (54.1%) |

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| \$0.89 M | (\$0.04 M) | \$1.08 M | \$1.12 M |

Refer to Statement of Financial Activity

Borrowings

| | |
|----------------------|----------|
| Principal repayments | \$0.04 M |
| Interest expense | \$0.04 M |
| Principal due | \$1.54 M |

Refer to Note 9 - Borrowings

Reserves

| | |
|------------------|----------|
| Reserves balance | \$2.40 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 JANUARY 2021**

STATUTORY REPORTING PROGRAMS

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

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|------------------------------------|---|---|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Administration and operation of facilities and services to members of Council; other costs that relate to the task of assisting elected members and ratepayers on matters on matters which do not concern specific Council services |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services. | Rates, general purpose government grants and interest revenue. |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer and environmentally conscious community. | Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services. |
| HEALTH | To provide an operational framework for environmental and community health. | Inspection of food outlets and their control, noise control and waste disposal compliance. Administration of the RoeRochealth 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 JANUARY 2021**

STATUTORY REPORTING PROGRAMS

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 1,640,666 | 1,640,666 | 1,503,086 | (137,581) | (8.39%) | |
| Revenue from operating activities | | | | | | | |
| Governance | | 150 | 84 | 3,510 | 3,426 | 4078.57% | |
| General purpose funding - general rates | 6 | 2,621,033 | 2,621,033 | 2,622,027 | 994 | 0.04% | |
| General purpose funding - other | | 1,016,751 | 529,696 | 500,510 | (29,186) | (5.51%) | |
| Law, order and public safety | | 53,659 | 30,479 | 31,547 | 1,068 | 3.50% | |
| Health | | 212,587 | 108,512 | 104,013 | (4,499) | (4.15%) | |
| Education and welfare | | 138,469 | 98,761 | 121,373 | 22,612 | 22.90% | ▲ |
| Housing | | 137,066 | 79,912 | 76,565 | (3,347) | (4.19%) | |
| Community amenities | | 226,761 | 132,251 | 173,225 | 40,974 | 30.98% | ▲ |
| Recreation and culture | | 62,500 | 35,077 | 37,076 | 1,999 | 5.70% | |
| Transport | | 210,940 | 184,646 | 181,293 | (3,353) | (1.82%) | |
| Economic services | | 54,856 | 31,955 | 59,907 | 27,952 | 87.47% | ▲ |
| Other property and services | | 100,500 | 58,572 | 93,876 | 35,304 | 60.27% | ▲ |
| | | 4,835,272 | 3,910,978 | 4,004,922 | 93,944 | | |
| Expenditure from operating activities | | | | | | | |
| Governance | | (799,192) | (491,413) | (353,165) | 138,248 | 28.13% | ▲ |
| General purpose funding | | (75,790) | (38,048) | (24,111) | 13,937 | 36.63% | ▲ |
| Law, order and public safety | | (205,583) | (99,785) | (82,189) | 17,596 | 17.63% | ▲ |
| Health | | (606,388) | (368,380) | (323,504) | 44,876 | 12.18% | ▲ |
| Education and welfare | | (338,432) | (201,589) | (211,219) | (9,630) | (4.78%) | |
| Housing | | (145,493) | (89,999) | (74,646) | 15,353 | 17.06% | ▲ |
| Community amenities | | (562,724) | (328,353) | (327,363) | 990 | 0.30% | |
| Recreation and culture | | (1,449,204) | (856,210) | (833,418) | 22,792 | 2.66% | |
| Transport | | (2,729,003) | (1,591,994) | (1,564,554) | 27,440 | 1.72% | |
| Economic services | | (347,821) | (204,449) | (199,814) | 4,635 | 2.27% | |
| Other property and services | | (152,610) | (145,039) | (48,885) | 96,154 | 66.30% | ▲ |
| | | (7,412,240) | (4,415,259) | (4,042,868) | 372,391 | | |
| Non-cash amounts excluded from operating activities | 1(a) | 2,745,636 | 1,560,291 | 1,901,054 | 340,763 | 21.84% | ▲ |
| Amount attributable to operating activities | | 168,668 | 1,056,010 | 1,863,108 | 807,098 | | |
| Investing Activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 2,437,989 | 953,494 | 1,119,513 | 166,019 | 17.41% | ▲ |
| Proceeds from disposal of assets | 7 | 225,500 | 0 | 103,138 | 103,138 | 0.00% | ▲ |
| Payments for property, plant and equipment and infrastructure | 8 | (5,358,632) | (2,985,980) | (1,862,157) | 1,123,823 | 37.64% | ▲ |
| Amount attributable to investing activities | | (2,695,143) | (2,032,486) | (639,506) | 1,392,980 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 1,410,680 | 0 | 1,289,011 | 1,289,011 | 0.00% | ▲ |
| Repayment of debentures | 9 | (82,261) | (40,659) | (40,659) | 0 | 0.00% | |
| Transfer to reserves | 10 | (442,610) | 0 | (165,609) | (165,609) | 0.00% | ▼ |
| Amount attributable to financing activities | | 885,809 | (40,659) | 1,082,743 | 1,123,402 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 623,531 | 3,809,430 | | | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 JANUARY 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. 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.

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 JANUARY 2021**

BY NATURE OR TYPE

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 1,640,666 | 1,640,666 | 1,503,086 | (137,581) | (8.39%) | |
| Revenue from operating activities | | | | | | | |
| Rates | 6 | 2,621,033 | 2,621,033 | 2,622,027 | 994 | 0.04% | |
| Operating grants, subsidies and contributions | 12 | 1,445,805 | 836,323 | 757,031 | (79,292) | (9.48%) | |
| Fees and charges | | 651,506 | 391,274 | 487,785 | 96,511 | 24.67% | ▲ |
| Interest earnings | | 46,660 | 26,960 | 24,120 | (2,840) | (10.53%) | |
| Other revenue | | 55,768 | 35,388 | 88,104 | 52,716 | 148.97% | ▲ |
| Profit on disposal of assets | 7 | 14,500 | 0 | 25,855 | 25,855 | 0.00% | ▲ |
| | | 4,835,272 | 3,910,978 | 4,004,922 | 93,944 | | |
| Expenditure from operating activities | | | | | | | |
| Employee costs | | (2,311,075) | (1,346,255) | (1,290,672) | 55,583 | 4.13% | |
| Materials and contracts | | (1,678,726) | (996,409) | (408,563) | 587,846 | 59.00% | ▲ |
| Utility charges | | (291,785) | (169,673) | (130,729) | 38,944 | 22.95% | ▲ |
| Depreciation on non-current assets | | (2,622,965) | (1,529,745) | (1,887,397) | (357,652) | (23.38%) | ▼ |
| Interest expenses | | (72,294) | (36,146) | (36,418) | (272) | (0.75%) | |
| Insurance expenses | | (221,646) | (221,646) | (200,346) | 21,300 | 9.61% | |
| Other expenditure | | (135,010) | (84,839) | (81,588) | 3,251 | 3.83% | |
| Loss on disposal of assets | 7 | (78,739) | (30,546) | (7,155) | 23,391 | 76.58% | ▲ |
| | | (7,412,240) | (4,415,259) | (4,042,868) | 372,391 | | |
| Non-cash amounts excluded from operating activities | | | | | | | |
| | 1(a) | 2,745,636 | 1,560,291 | 1,901,054 | 340,763 | 21.84% | ▲ |
| Amount attributable to operating activities | | 168,668 | 1,056,010 | 1,863,108 | 807,098 | | |
| Investing activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 2,437,989 | 953,494 | 1,119,513 | 166,019 | 17.41% | ▲ |
| Proceeds from disposal of assets | 7 | 225,500 | 0 | 103,138 | 103,138 | 0.00% | ▲ |
| Payments for property, plant and equipment and infrastructure | 8 | (5,358,632) | (2,985,980) | (1,862,157) | 1,123,823 | 37.64% | ▲ |
| Amount attributable to investing activities | | (2,695,143) | (2,032,486) | (639,506) | 1,392,980 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 1,410,680 | 0 | 1,289,011 | 1,289,011 | 0.00% | ▲ |
| Repayment of debentures | 9 | (82,261) | (40,659) | (40,659) | 0 | 0.00% | |
| Transfer to reserves | 10 | (442,610) | 0 | (165,609) | (165,609) | 0.00% | ▼ |
| Amount attributable to financing activities | | 885,809 | (40,659) | 1,082,743 | 1,123,402 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 623,531 | 3,809,430 | | | |

KEY INFORMATION

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

Refer to Note 16 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

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards.

Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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 report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 February 2021

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.

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.

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.

(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 | (14,500) | 0 | (25,855) |
| Movement in inventory (non-current) | | 0 | 0 | (55,000) |
| Movement in employee benefit provisions (non-current) | | 58,432 | 0 | 0 |
| Movement in contract liabilities (non-current) | | 0 | 0 | 95,017 |
| Movement in other accruals | | | | (7,660) |
| Add: Loss on asset disposals | 7 | 78,739 | 30,546 | 7,155 |
| Add: Depreciation on assets | | 2,622,965 | 1,529,745 | 1,887,397 |
| Total non-cash items excluded from operating activities | | 2,745,636 | 1,560,291 | 1,901,054 |

(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 2020 | This Time Last Year 31 January 2020 | Year to Date 31 January 2021 |
|--|----|-----------------------------------|--|---------------------------------|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 10 | (3,521,978) | (2,066,181) | (2,398,577) |
| Less: Land Held for Resale | | (80,000) | (60,000) | (80,000) |
| Add: Borrowings | 9 | 82,260 | 39,736 | 41,602 |
| Total adjustments to net current assets | | (3,519,718) | (2,086,444) | (2,436,975) |

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

| | | | | |
|--|------|--------------------|--------------------|--------------------|
| Current assets | | | | |
| Cash and cash equivalents | 2 | 1,976,254 | 5,809,540 | 4,103,647 |
| Financial assets at amortised cost | 2 | 3,521,979 | 0 | 2,184,188 |
| Rates receivables | 3 | 155,860 | 390,234 | 310,115 |
| Receivables | 3 | 236,037 | (32,918) | 102,355 |
| Other current assets | 4 | 168,256 | 176,251 | 156,160 |
| Less: Current liabilities | | | | |
| Payables | 5 | (375,731) | (223,451) | (127,815) |
| Borrowings | 9 | (82,260) | (39,736) | (41,602) |
| Contract liabilities | 11 | (231,964) | | (95,017) |
| Provisions | 11 | (345,627) | (337,242) | (345,627) |
| Less: Total adjustments to net current assets | 1(b) | (3,519,718) | (2,086,444) | (2,436,975) |
| Closing funding surplus / (deficit) | | 1,503,086 | 3,656,234 | 3,809,429 |

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 JANUARY 2021**

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(b) Adjusted Net Current Assets

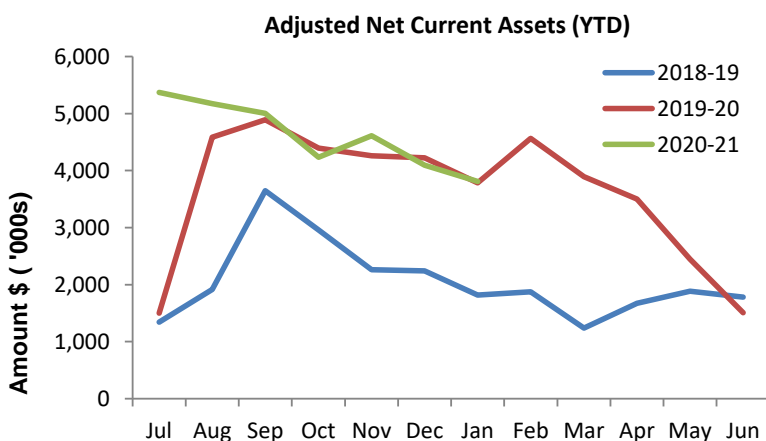
| Adjusted Net Current Assets | Ref Note | Last Years Closing 30 June 2020 \$ | This Time Last Year 31 January 2020 \$ | Year to Date Actual 31 January 2021 \$ |
|--|-------------|--|--|--|
| Current Assets | | | | |
| Short term Investment | 2 | 931,244 | 3,230,000 | 3,546,012 |
| Cash Unrestricted | 2 | 1,045,010 | 513,359 | 343,246 |
| Cash Restricted | 2 | 3,521,979 | 2,066,181 | 2,398,577 |
| Receivables - Rates | 3 | 155,860 | 390,234 | 310,115 |
| Receivables - Other | 3 | 236,037 | (32,918) | 34,002 |
| Accrued Income | | 0 | 26,721 | 0 |
| Interest / ATO Receivable | | 0 | 25,720 | 68,353 |
| Inventories | | 88,256 | 63,811 | 76,160 |
| Land held for resale - current | | 80,000 | 60,000 | 80,000 |
| | | 6,058,385 | 6,343,108 | 6,856,463 |
| Less: Current Liabilities | | | | |
| Payables | 5 | (607,694) | (223,451) | (222,830) |
| Provisions - employee | 11 | (345,627) | (337,242) | (345,627) |
| Long term borrowings | 9 | (82,260) | (39,736) | (41,602) |
| | | (1,035,581) | (600,429) | (610,059) |
| Unadjusted Net Current Assets | | 5,022,804 | 5,742,679 | 6,246,404 |
| Adjustments and exclusions permitted by FM Reg 32 | | | | |
| Less: Cash reserves | 10 | (3,521,979) | (2,066,181) | (2,398,577) |
| Less: Land held for resale | | (80,000) | (60,000) | (80,000) |
| Add: Long term borrowings | 11 | 82,260 | 39,736 | 41,602 |
| Adjusted Net Current Assets | | 1,503,086 | 3,656,234 | 3,809,430 |

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) |
| \$3.81 M |
| Last Year YTD |
| Surplus (Deficit) |
| \$3.66 M |

| Description | Classification | Unrestricted | Restricted | Total Cash | Trust | Institution | Interest Rate | Maturity Date |
|------------------------------------|------------------------------------|------------------|------------------|------------------|------------------|-------------|---------------|---------------|
| | | \$ | \$ | \$ | \$ | | | |
| Cash on hand | | | | | | | | |
| Petty Cash and Floats | Cash and cash equivalents | 1,100 | | 1,100 | | | | |
| At Call Deposits | | | | | | | | |
| Municipal Fund | Cash and cash equivalents | 342,146 | | 342,146 | | NAB | | At Call |
| Trust Fund | Cash and cash equivalents | | | | 99,193 | NAB | | At Call |
| Stevenson Trust Fund | Cash and cash equivalents | | | | 916,345 | NAB | | At Call |
| Licensing Trust Fund | Cash and cash equivalents | | | | 5,065 | NAB | | At Call |
| Overnight Cash Deposit Facility | Cash and cash equivalents | 3,546,012 | 214,388 | 3,760,400 | | WATC | 0.20% | At Call |
| Term Deposits | | | | | | | | |
| Reserve Fund | Financial assets at amortised cost | | 2,184,188 | 2,184,188 | | NAB | 1.00% | 1/12/2020 |
| Total | | 3,889,258 | 2,398,577 | 6,287,835 | 1,020,603 | | | |
| Comprising | | | | | | | | |
| Cash and cash equivalents | | 3,889,258 | 214,389 | 4,103,647 | 1,020,603 | | | |
| Financial assets at amortised cost | | 0 | 2,184,188 | 2,184,188 | 0 | | | |
| | | 3,889,258 | 2,398,577 | 6,287,835 | 1,020,603 | | | |

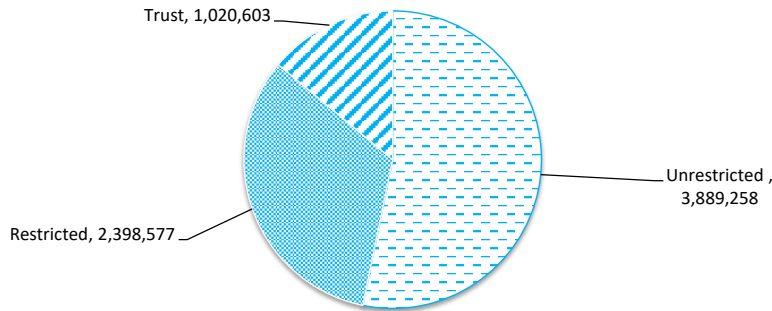
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

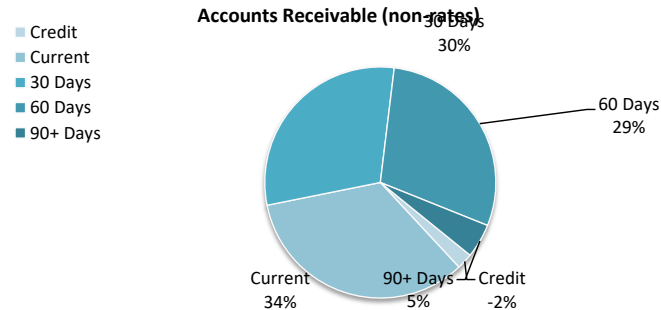
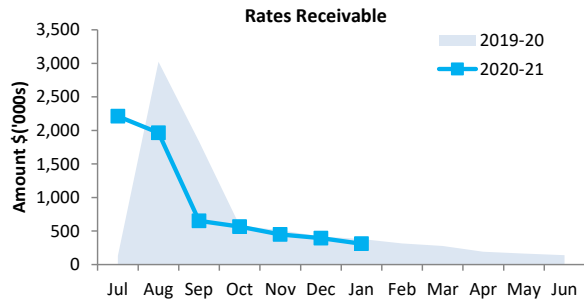
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

| Rates receivable | 30 June 2020 | 31 Jan 2021 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Opening arrears previous years | 135,726 | 155,860 |
| Rates levied this year | 2,634,055 | 2,654,515 |
| Less - collections to date | (2,613,921) | (2,500,260) |
| Equals current outstanding | 155,860 | 310,115 |
| Net rates collectable | 155,860 | 310,115 |
| % Collected | 94% | 89% |

| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (802) | 12,019 | 10,715 | 10,373 | 1,698 | 34,002 |
| Percentage | (2.4%) | 35.3% | 31.5% | 30.5% | 5% | |
| Balance per trial balance | | | | | | |
| Sundry receivable | | | | | | 34,002 |
| GST receivable | | | | | | 68,353 |
| Total receivables general outstanding | | | | | | 102,355 |
| 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 2020 | Asset Increase | Asset Reduction | Closing Balance 31 January 2021 |
|---|-----------------------------------|-------------------|--------------------|---------------------------------------|
| | \$ | \$ | \$ | \$ |
| Inventory | | | | |
| Inventory | 88,256 | 0 | (12,096) | 76,160 |
| Land held for resale | | | | |
| Land held for resale - Current | 80,000 | 0 | 0 | 80,000 |
| Accrued Income/Prepayments | | | | |
| Prepayments | 0 | 0 | (130) | 0 |
| Total other current assets | 168,256 | 0 | (12,226) | 156,160 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Inventory

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

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

Land held for resale

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

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

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

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

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 0 | 0 | 0 | 0 | 0 |
| ESL Payable | 0 | 28,619 | | | | 28,619 |
| Percentage | 0% | 0% | 0% | 0% | 0% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 28,619 |
| Accrued salaries and wages | | | | | | 8 |
| ATO liabilities | | | | | | 14,007 |
| Payroll Creditors | | | | | | 84,474 |
| Bonds and Deposits Held | | | | | | 707 |
| Total payables general outstanding | | | | | | 127,815 |

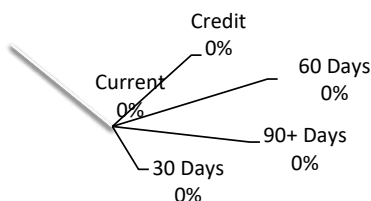
Amounts shown above include GST (where applicable)

KEY INFORMATION

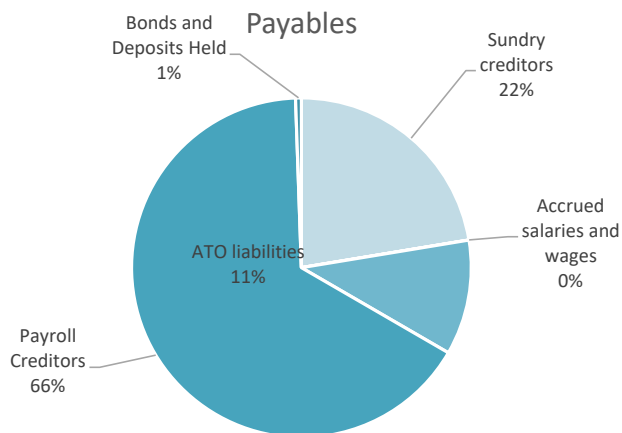
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

Aged Payables



Payables



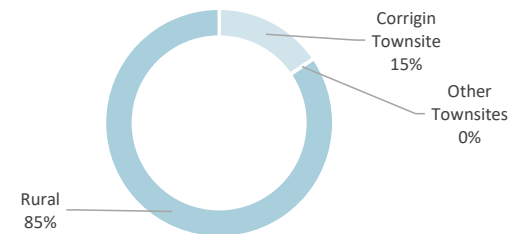
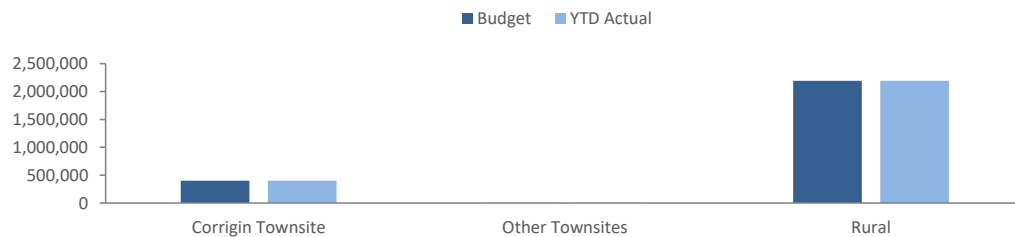
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

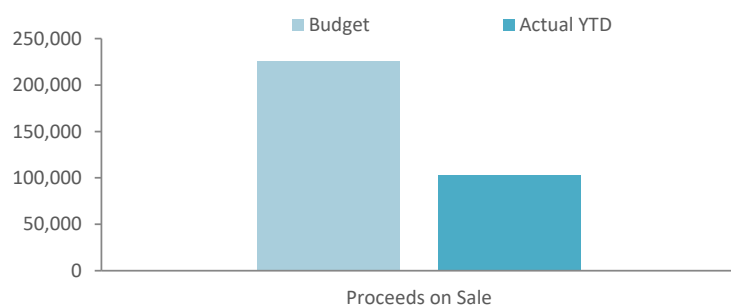
| General rate revenue | Budget | | | | | | | YTD Actual | | | |
|----------------------------------|--------------------|----------------------|--------------------|------------------|--------------|-----------|------------------|------------------|---------------|------------|------------------|
| | 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 | | | | | | | | | | | |
| Corrigin Townsite | 0.091275 | 408 | 4,393,054 | 400,976 | 994 | 0 | 401,970 | 400,957 | 402 | | 401,359 |
| Other Townsites | 0.091275 | 3 | 18,980 | 1,732 | 0 | 0 | 1,732 | 1,733 | | | 1,733 |
| Unimproved value | | | | | | | | | | | |
| Rural | 0.013934 | 342 | 157,355,000 | 2,192,585 | 0 | 0 | 2,192,585 | 2,192,567 | | | 2,192,567 |
| Sub-Total | | 753 | 161,767,034 | 2,595,293 | 994 | 0 | 2,596,287 | 2,595,258 | 402 | 0 | 2,595,659 |
| Minimum payment | Minimum \$ | | | | | | | | | | |
| Gross rental value | | | | | | | | | | | |
| Corrigin Townsite | 390 | 42 | 80,204 | 16,380 | 0 | 0 | 16,380 | 16,380 | | | 16,380 |
| Other Townsites | 390 | 10 | 12,230 | 3,900 | 0 | 0 | 3,900 | 3,900 | | | 3,900 |
| Unimproved value | | | | | | | | | | | |
| Rural | 390 | 14 | 111,927 | 5,460 | 0 | 0 | 5,460 | 5,460 | | | 5,460 |
| Sub-total | | 66 | 204,361 | 25,740 | 0 | 0 | 25,740 | 25,740 | 0 | 0 | 25,740 |
| Amount from general rates | | | | | | | 2,622,027 | | | | 2,621,399 |
| Ex-gratia rates | | | | | | | 33,116 | | | | 33,116 |
| Total general rates | | | | | | | 2,655,143 | | | | 2,654,515 |

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.



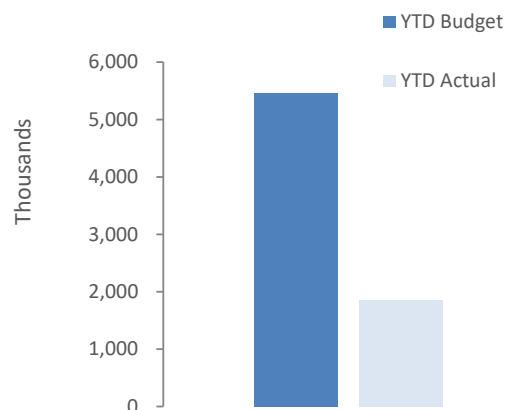
| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------------|------------------------------------|----------------|----------------|---------------|-----------------|----------------|----------------|---------------|----------------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | Land and Buildings | | | | | | | | |
| | Community Amenities | | | | | | | | |
| | 2 Price Retreat Granite Rise | | | 0 | 0 | 25,000 | 37,673 | 12,673 | 0 |
| | 5 Abe Way Granite Rise | | | 0 | 0 | 30,000 | 43,182 | 13,182 | 0 |
| | Plant and equipment | | | | | | | | |
| | Law, order, public safety | | | | | | | | |
| | Central BFB Fire Truck | 48,193 | 0 | 0 | (48,193) | 0 | 0 | 0 | 0 |
| | Health | | | | | | | | |
| | 4CR Holden Acadia | 33,184 | 25,000 | 0 | (8,184) | 0 | 0 | 0 | 0 |
| | Transport | | | | | | | | |
| | CR11 Caterpillar 12M Grader | 136,000 | 150,000 | 14,000 | 0 | 0 | 0 | 0 | 0 |
| | CR3038 1988 Mower Trailer | 0 | 500 | 500 | 0 | 0 | 0 | 0 | 0 |
| | Traffic Controllers | 0 | 0 | 0 | 0 | 6,000 | 1,110 | 0 | (4,890) |
| | Other property and services | | | | | | | | |
| | 1CR Mazda Asaki | 46,671 | 30,000 | 0 | (16,671) | 0 | 0 | 0 | 0 |
| | CR123 Holden Colorado | 25,691 | 20,000 | 0 | (5,691) | 23,439 | 21,174 | 0 | (2,265) |
| | | 289,739 | 225,500 | 14,500 | (78,739) | 84,439 | 103,138 | 25,855 | (7,155) |



| Capital acquisitions | Adopted | | YTD Actual | YTD Actual Variance |
|---|------------------|------------------|------------------|---------------------|
| | Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Buildings | 1,271,880 | 1,021,880 | 687,196 | (334,684) |
| Plant and equipment | 1,071,400 | 516,150 | 62,336 | (453,814) |
| Infrastructure - roads | 1,999,994 | 1,201,759 | 910,123 | (291,636) |
| Infrastructure - Footpaths | 35,358 | 35,358 | 18,187 | (17,171) |
| Infrastructure - Other | 1,080,000 | 210,833 | 184,315 | (26,518) |
| Payments for Capital Acquisitions | 5,458,632 | 2,985,980 | 1,862,157 | (1,123,823) |
| Right of use assets | 0 | 0 | 0 | 0 |
| Total Capital Acquisitions | 5,458,632 | 2,985,980 | 1,862,157 | (1,123,823) |
| Capital Acquisitions Funded By: | | | | |
| | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 2,437,989 | 953,494 | 1,119,513 | 166,019 |
| Other (disposals & C/Fwd) | 225,500 | 0 | 103,138 | 103,138 |
| Cash backed reserves | | | | |
| Reserves Cash Backed - Plant Replacement Reserve | 25,000 | 0 | 0 | 0 |
| Reserves Cash Backed - Senior Citz Units | 137,245 | 0 | 214,389 | 214,389 |
| Reserves Cash Backed - Recreation & Events Centre Reserve | 220,000 | 0 | 0 | 0 |
| Contribution - operations | 2,412,898 | 2,032,486 | 425,117 | (1,607,369) |
| Capital funding total | 5,458,632 | 2,985,980 | 1,862,157 | (1,123,823) |

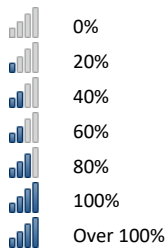
SIGNIFICANT ACCOUNTING POLICIES

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.

| | | Adopted | | | |
|-----------------------------------|--|------------------|------------------|------------------|------------------------|
| Account Description | | Budget | YTD Budget | YTD Actual | Variance (Under)/Over) |
| Land and Buildings | | | | | |
| 08411 | Aged Housing Units | 610,200 | 610,200 | 350,474 | (259,726) |
| 13282 | Caravan Park Ablution Block | 300,000 | 300,000 | 197,946 | (102,054) |
| 07780 | Wellness Centre Refurbishment | 250,000 | 0 | 0 | 0 |
| 10184 | Container Deposit Scheme Facility | 30,000 | 30,000 | 74,087 | 44,087 |
| 11180 | Town Hall Ceiling Repairs | 81,680 | 81,680 | 64,689 | (16,991) |
| Plant & Equipment | | | | | |
| 14582 | Purchase & Disposal of 1CR Mazda | 50,000 | 0 | 0 | 0 |
| 7480 | Purchase & Disposal of 4CR Holden | 35,000 | 0 | 0 | 0 |
| 14280 | Purchase & Disposal of CR123 Holden | 40,000 | 40,000 | 42,537 | 2,537 |
| 12382 | Purchase & Disposal of CR11 Caterpillar Grader | 450,000 | 450,000 | 0 | (450,000) |
| 15181 | Purchase & Disposal of Central BFB Fire Truck | 450,000 | 0 | 0 | 0 |
| 14287 | Purchase & Disposal of Small Plant | 40,500 | 20,250 | 14,460 | (5,790) |
| 14293 | Purchase Pocket RAMM Tablet & Keyboard | 5,900 | 5,900 | 5,339 | (561) |
| Infrastructure - Roads | | | | | |
| CR009 | Bilbarin East Road | 104,740 | 17,457 | 0 | (17,457) |
| MR016 | Babakin Corrigin Road | 63,400 | 63,400 | 57,915 | (5,485) |
| RR003 | Bullaring Pingelly Road | 352,866 | 58,811 | 118 | (58,693) |
| CR016 | Babakin Corrigin Road | 107,329 | 107,328 | 26,292 | (81,036) |
| RG174 | Corrigin Narembreen Road | 35,191 | 5,865 | 0 | (5,865) |
| RG016 | Babakin Corrigin Road | 78,000 | 13,000 | 0 | (13,000) |
| RR172 | Corrigin Quairading Road | 454,855 | 454,854 | 479,233 | 24,379 |
| RG001 | Bendering Road | 522,281 | 435,234 | 234,976 | (200,258) |
| LRC001 | Bendering Road | 274,862 | 45,810 | 111,590 | 65,780 |
| CR010 | Bendering Road | 3,570 | 0 | 0 | 0 |
| CR159 | Malcolm Street | 2,900 | 0 | 0 | 0 |
| Infrastructure - Footpaths | | | | | |
| 12281 | Footpath Upgrade | 35,358 | 35,358 | 18,187 | (17,171) |
| Infrastructure - Other | | | | | |
| 13285 | Rotary Park Redevelopment | 500,000 | 0 | 0 | 0 |
| 13783 | Water Sustainability Project | 167,000 | 27,833 | 4,970 | (22,863) |
| 13782 | Standpipe Upgrade | 8,000 | 8,000 | 6,800 | (1,200) |
| 11390 | Oval Lighting Upgrade | 220,000 | 0 | 3,174 | 3,174 |
| 11293 | Swimming Pool Filter Upgrade | 175,000 | 175,000 | 169,371 | (5,629) |
| 10785 | Niche Wall Construction | 10,000 | 0 | 0 | 0 |
| | | 5,458,632 | 2,985,980 | 1,862,157 | (1,123,823) |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

| Information on borrowings | | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|-------------------------------|----------|-------------|----------------------|--------|-----------------------|-----------|---------------------|--------|
| Particulars | Loan No. | 1 July 2020 | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Recreation and culture | | | | | | | | |
| Recreation and Events Centre | 102 | 1,578,353 | 40,659 | 82,261 | 1,537,694 | 1,496,092 | 36,618 | 72,293 |
| Total | | 1,578,353 | 40,659 | 82,261 | 1,537,694 | 1,496,092 | 36,618 | 72,293 |
| Current borrowings | | 82,261 | | | -41,602 | | | |
| Non-current borrowings | | 1,496,092 | | | 1,579,296 | | | |
| | | 1,578,353 | | | 1,537,694 | | | |

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

| Reserve name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|--|------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|-------------------------------|-----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserves Cash Backed - Long Service Leave Reserve | 154,938 | 1,395 | 777 | 15,000 | - | - | - | 171,333 | 155,715 |
| Reserves Cash Backed - Community Bus Reserve | 45,765 | 412 | - | - | - | - | (45,765) | 46,177 | 0 |
| Reserves Cash Backed - Staff Housing Reserve | 314,921 | 2,835 | 1,579 | 20,000 | - | - | - | 337,756 | 316,500 |
| Reserves Cash Backed - Office Equipment Reserve | 6,560 | 59 | 33 | 10,000 | - | - | - | 16,619 | 6,593 |
| Reserves Cash Backed - Plant Replacement Reserve | 1,025,872 | 9,230 | 5,373 | 50,000 | 45,765 | (25,000) | - | 1,060,102 | 1,077,010 |
| Reserves Cash Backed - Swimming Pool Reserve | 30,882 | 278 | 155 | 100,000 | - | - | - | 131,160 | 31,037 |
| Reserves Cash Backed - Roadworks Reserve | 265,566 | 2,391 | 1,331 | 30,000 | - | - | - | 297,957 | 266,897 |
| Reserves Cash Backed - Land Subdivision Reserve | 53,420 | 481 | 268 | - | - | - | - | 53,901 | 53,688 |
| Reserves Cash Backed - Townscape Reserve | 2,717 | 24 | 14 | 10,000 | - | - | - | 12,741 | 2,731 |
| Reserves Cash Backed - Medical Reserve | 4,834 | 44 | 24 | 10,000 | - | - | - | 14,878 | 4,858 |
| Reserves Cash Backed - LGCHP Long Term Maintenance Reserve | 4,008 | 36 | 20 | 10,000 | - | - | - | 14,044 | 4,028 |
| Reserves Cash Backed - Rockview Land Reserve | 5,881 | 53 | 29 | 1,000 | - | - | - | 6,934 | 5,910 |
| Reserves Cash Backed - Financial Assistance Grant | 1,028,266 | 169 | 592 | - | - | (1,028,435) | (1,028,858) | 0 | 0 |
| Reserves Cash Backed - Senior Citz Units | 150,330 | 388 | 361 | - | 107,143 | (137,245) | (214,389) | 13,473 | 43,445 |
| Reserves Cash Backed - Town Hall Reserve | 99,087 | 892 | 497 | 10,000 | - | - | - | 109,979 | 99,584 |
| Reserves Cash Backed - Recreation & Events Centre Reserve | 275,311 | 2,479 | 1,380 | 150,000 | - | (220,000) | - | 207,790 | 276,691 |
| Reserves Cash Backed - Bending Tip Reserve | 53,620 | 444 | 269 | 5,000 | - | - | - | 59,064 | 53,889 |
| Reserves Cash Backed - Grants And Contributions Reserve | 0 | - | - | - | - | - | - | 0 | 0 |
| | 3,521,978 | 21,610 | 12,702 | 421,000 | 152,908 | (1,410,680) | (1,289,011) | 2,553,908 | 2,398,577 |

KEY INFORMATION

| Other current liabilities | Note | Opening Balance 1 July 2020 | Liability Increase | Liability Reduction | Closing Balance 31 January 2021 |
|---|------|-----------------------------------|-----------------------|------------------------|---------------------------------------|
| | | \$ | \$ | \$ | \$ |
| Contract liabilities | | | | | |
| Unspent grants, contributions and reimbursements | | | | | |
| - operating | 12 | 0 | 0 | 0 | 0 |
| - non-operating | 13 | (214,388) | 0 | 214,388 | (0) |
| Total unspent grants, contributions and reimbursements | | (214,388) | 0 | 214,388 | (0) |
| Rubbish Service - Income Rec'd in Advance | | 0 | (205,721) | 120,004 | (85,717) |
| Income in Advance | | (17,576) | | 8,276 | (9,300) |
| Provisions | | | | | |
| Annual leave | | (196,912) | 0 | 0 | (196,912) |
| Long service leave | | (148,715) | 0 | 0 | (148,715) |
| Total Provisions | | (345,627) | 0 | 0 | (345,627) |
| Total other current assets | | (577,591) | (205,721) | 342,668 | (440,644) |
| Amounts shown above include GST (where applicable) | | | | | |

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent operating grant, subsidies and contributions liability | | | | | Operating grants, subsidies and contributions revenue | | |
|--|--|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|-----------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Jan 2021 | Current Liability 31 Jan 2021 | YTD Budget | Annual Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating grants and subsidies | | | | | | | | |
| General purpose funding | | | | | | | | |
| Federal Assistance Grant Scheme - General | | | | 0 | | 303,252 | 606,505 | 283,441 |
| Federal Assistance Grant Scheme - Roads | | | | 0 | | 158,360 | 316,720 | 154,719 |
| Law, order, public safety | | | | | | | | |
| DFES BFB Funding | | | | 0 | | 21,580 | 43,159 | 23,910 |
| Education and welfare | | | | | | | | |
| DPIRD CRC Funding | | | | 0 | | 79,677 | 106,237 | 74,658 |
| Resource Centre Small Grant Funding | | | | 0 | | 1,500 | 1,500 | 8,020 |
| Recreation and culture | | | | | | | | |
| Bike Week Grant Funding | | | | 0 | | 0 | 500 | 0 |
| Saluting their Service Commemorative Grant Funding | | | | 0 | | 4,940 | 4,940 | 4,940 |
| Thank a Volunteer Funding | | | | 0 | | 0 | 855 | 0 |
| Healthways Park Party Funding | | | | 0 | | 3,500 | 3,500 | 4,200 |
| Transport | | | | | | | | |
| MRWA Direct Grant | | | | 0 | | 0 | 0 | 168,140 |
| | 0 | 0 | 0 | 0 | 0 | 572,809 | 1,083,916 | 722,027 |
| Operating contributions | | | | | | | | |
| Health | | | | | | | | |
| ROE Health Scheme Contributions | | | | 0 | | 0 | 0 | 33,459 |
| Recreation and culture | | | | | | | | |
| Park Party Local Contributions | | | | 0 | | 2,500 | 2,500 | 1,545 |
| | 0 | 0 | 0 | 0 | 0 | 2,500 | 2,500 | 35,004 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 575,309 | 1,086,416 | 757,031 |

| Provider | Unspent non operating grants, subsidies and contributions liability | | | | | Non operating grants, subsidies and contributions revenue | | | |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|-------------------|------------------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Jan 2021 | Current Liability 31 Jan 2021 | YTD Budget | Annual Budget | Amended Budget | YTD Revenue Actual (b) |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-operating grants and subsidies | | | | | | | | | |
| Law, order, public safety | | | | | | | | | |
| DFES - Central BFB Truck | | | | 0 | 0 | 0 | 450,000 | 450,000 | 0 |
| Health | | | | | | | | | |
| Drought Communities Program | | | | 0 | 0 | 0 | 250,000 | 0 | 0 |
| Education and welfare | | | | | | | | | |
| DPIRD Wheatbelt South Aged Housing | 214,388 | 0 | (214,388) | 0 | 0 | 92,857 | 185,714 | 185,714 | 214,388 |
| Recreation and culture | | | | | | | | | |
| Drought Communities Program | | | | 0 | 0 | 75,000 | 25,000 | 75,000 | 68,182 |
| Transport | | | | | | | | | |
| Grant - Regional Road Group Income | | | | 0 | 0 | 182,500 | 365,000 | 365,000 | 152,583 |
| Grant - Roads to Recovery Income | | | | 0 | 0 | 238,637 | 435,275 | 435,275 | 82,409 |
| Regional Bicycle Network Funding | | | | 0 | 0 | 2,000 | 2,000 | 2,000 | 1,000 |
| Grant - Local Regional Community Infrastructure Program | | | | 0 | 0 | 0 | 0 | 0 | 214,587 |
| Economic services | | | | | | | | | |
| Drought Communities Program | | | | 0 | 0 | 362,500 | 725,000 | 925,000 | 386,364 |
| TOTALS | 214,388 | 0 | (214,388) | 0 | 0 | 953,494 | 2,437,989 | 2,437,989 | 1,119,513 |

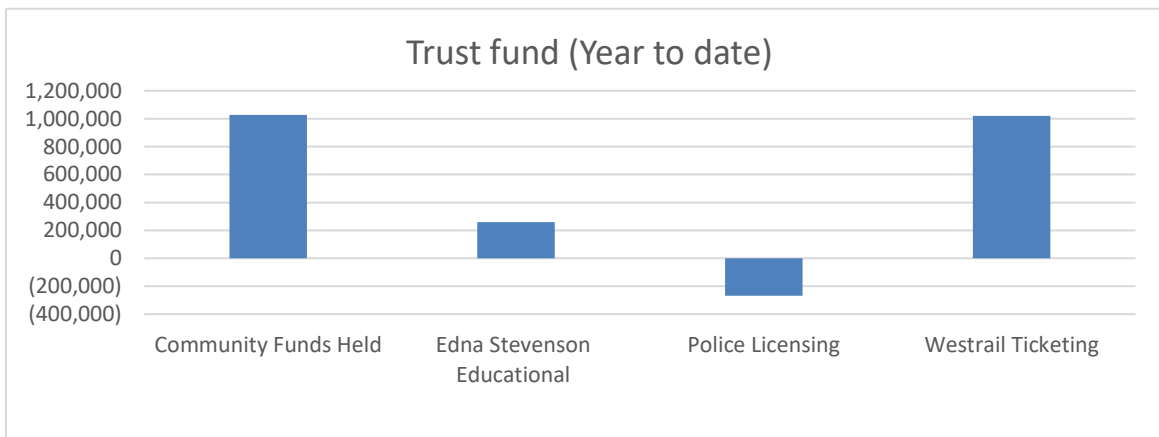
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**NOTE 14
TRUST FUND**

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

| Description | Opening Balance 1 July 2020 | Amount Received | Amount Paid | Closing Balance 31 Jan 2021 |
|----------------------------|--------------------------------|-----------------|------------------|--------------------------------|
| | \$ | \$ | \$ | \$ |
| Community Funds Held | 61,750 | 21,675 | (18,236) | 65,189 |
| Edna Stevenson Educational | 926,076 | 268 | (10,000) | 916,345 |
| Police Licensing | 6,683 | 237,182 | (238,800) | 5,065 |
| Westrail Ticketing | 40 | 725 | (423) | 343 |
| Bendering Tip | 33,661 | 0 | 0 | 33,661 |
| | 1,028,211 | 259,851 | (267,459) | 1,020,603 |

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**NOTE 15
BUDGET AMENDMENTS**

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

| GL Code | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| | Budget adoption | | Opening surplus | | | | 1,640,666 |
| 72600 | Reallocation of Transfer to Swimming Pool Reserve to Capital Project | #153/2020 | Non Cash Item | (100,000) | | | 1,540,666 |
| 13783 | Reallocation of Water Sustainability Capital Project Funding to Swimming Pool Capital Project | #153/2020 | Non Cash Item | (70,000) | | | 1,470,666 |
| 11293 | Increase of funds available to Filter Upgrade at Swimming Pool | #153/2020 | Non Cash Item | 170,000 | | | 1,640,666 |
| 07780 | Reallocate Drought Communities Program Wellness Centre project funds | #167/2020 | Non Cash Item | (250,000) | | | 1,640,666 |
| 13282 | Allocate Drought Communities Program funds to Caravan Park Ablution project | #167/2020 | Non Cash Item | 250,000 | | | 1,640,666 |
| 13282 | Reallocate capital municipal funds Caravan Park Ablution project | #167/2020 | Non Cash Item | (250,000) | | | 1,640,666 |
| 07780 | Allocate capital municipal funds to Wellness Centre project | #167/2020 | Non Cash Item | 250,000 | | | 1,640,666 |
| | | | | 0 | 0 | 0 | |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Timing/ Permanent | Explanation of Variance |
|---|-----------|----------|-------------------|--|
| | \$ | % | | |
| Revenue from operating activities | | | | |
| Governance | 3,426 | 4078.57% | Permanent | Reimbursement from other Councils for RoeRoc Dinner received. Reimbursement wasn't budgeted income, will be reflected at budget review. |
| General purpose funding - other | (29,186) | (5.51%) | Permanent | FAGS funding is less than anticipated, actual funding will be reflected at budget review. |
| Education and welfare | 22,612 | 22.90% | ▲ Permanent | Unanticipated income from truck driving course, there are expenses that offset this income. |
| Community amenities | 40,974 | 30.98% | ▲ Permanent | Unbudgeted profit on sale of blocks in Granite Rise, will be reflected in budget review. Fees and Charges income across the program is higher than anticipated year to date. |
| Economic services | 27,952 | 87.47% | ▲ Permanent | Standpipe income is higher than anticipated YTD budget, will be reviewed at budget review. Tourism income is higher than anticipated year to date |
| Other property and services | 35,304 | 60.27% | ▲ Permanent | Workers Compensation reimbursements higher than anticipated budget. |
| Expenditure from operating activities | | | | |
| Governance | 138,248 | 28.13% | ▲ Timing | Year to date expenditure is below anticipated budget across the program. |
| General purpose funding | 13,937 | 36.63% | ▲ Timing | Legal fee expenditure is under anticipated YTD budget. |
| Law, order and public safety | 17,596 | 17.63% | ▲ Timing | Fire Prevention expenditure is under anticipated year to date budget, no accounts received for cost of CESM to date. Ranger services expenditure is under YTD budget. Emergency call out expenditure under YTD budget. |
| Health | 44,876 | 12.18% | ▲ Timing | Roe Health is under anticipated year to date budget. Medical services is also under anticipated year to date budget. |
| Housing | 15,353 | 17.06% | ▲ Timing | Housing maintenance is under YTD budget. |
| Recreation and culture | 22,792 | 2.66% | Timing | Other recreation and sport is under anticipated year to date budget. |
| Transport | 27,440 | 1.72% | Timing | Streets, Roads, Bridges and Depot Maintenance is under year to date budget overall. |
| Other property and services | 96,154 | 66.30% | ▲ Timing | Plant op costs over allocating, allocation % has been audited by consultant and corrections to be made. |
| Investing activities | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 166,019 | 17.41% | ▲ Timing | Part payment of Local and Regional Community Infrastructure Program Grant and Drought Communities Grant received before anticipated. |
| Proceeds from disposal of assets | 103,138 | 0.00% | ▲ Timing | Proceeds received for sale of Granite Rise blocks, sale of asset income higher than anticipated year to date budget |
| Payments for property, plant and equipment and infrastructure | 1,123,823 | 37.64% | ▲ Timing | Capital projects behind YTD budget due to timing. |
| Financing activities | | | | |
| Transfer from reserves | 1,289,011 | 0.00% | ▲ Timing | Transfer of FAGS funding from reserve |
| Transfer to reserves | (165,609) | 0.00% | ▼ Timing | Transfer of 2nd Aged Care grant milestone payment |

SHIRE OF CORRIGIN

DOGS LOCAL LAW 2021

DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

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SCHEDULE 2

SCHEDULE 3

DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

DOGS LOCAL LAW

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Shire of Corrigin* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Corrigin Dogs Local Law 2021*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

In this local law unless the context otherwise requires -

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

district means the district of the local government;

local government means the *Shire of Corrigin*;

pound keeper means a person authorised by the local government to perform all or any of the functions conferred on a "pound keeper" under this local law;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule in this local law;

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*;
and

town planning scheme means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

PART 2 - IMPOUNDING OF DOGS

2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* -

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

2.3 Release of impounded dog

- (1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.
- (2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -
 - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
 - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must -
 - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;

- (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
 - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog is a dangerous dog, \$4,000; otherwise \$2,000.

3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -
- (a) licensed under Part 4 as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
- (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
 - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

PART 4 - APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2 -

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

transferee means a person who applies for the transfer of a licence to her or him under clause 4.14.

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with -

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

4.3 Notice of proposed use

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –
 - (a) once in a newspaper circulating in the district; and
 - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that -
 - (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
 - (b) the application and plans and specifications may be inspected at the offices of the local government.
- (3) Where –
 - (a) the notices given under subclause (1) do not clearly identify the premises; or
 - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a -

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until -

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where -

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$4,000 and a daily penalty of \$400; otherwise \$2,000 and a daily penalty of \$200.

4.10 Fees

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of –
 - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be –
 - (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with –
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.15 Notification

The local government is to give written notice to -

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 5 - MISCELLANEOUS

5.1 Offence to excrete

- (1) A dog must not excrete on –
 - (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$1000

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 6 - ENFORCEMENT

6.1 Interpretation

In this Part -

infringement notice means the notice referred to in clause 6.3; and

notice of withdrawal means the notice referred to in clause 6.6(1).

6.2 Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if -
 - (a) the dog is not a dangerous dog; or
 - (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- (3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

6.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of the First Schedule of the Regulations.

6.4 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

6.5 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

6.6 Withdrawal of infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 6.3 cannot sign or send a notice of withdrawal.

6.7 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1 - Application for a licence for an approved kennel establishment

(clause 4.2)

I/we (full name)
of (postal address)
(telephone number)
(facsimile number)
(E-mail address)

Apply for a licence for an approved kennel establishment at (address of premises)
.....

For (number and breed of dogs)

- * (insert name of person) will be residing at the premises on and from (insert date)
- * (insert name of person) will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at (insert address of residence) on and from (insert date).

Attached are -

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside -
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as, in the keeping of dogs at the proposed kennel establishment.

Signature of applicant

Date

* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on *[insert date]*.

Schedule 2 - Conditions of a licence for an approved kennel establishment

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be –
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;

- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

Schedule 3 - Offences in respect of which modified penalty applies

(clause 6.2)

| Offence | Nature of offence | Modified penalty \$ | Dangerous Dog Modified Penalty \$ |
|----------------|--|--------------------------------|--|
| 3.1 | Failing to provide means for effectively confining a dog | 50 | 200 |
| 4.9 | Failing to comply with the conditions of a licence | 200 | |
| 5.1(2) | Dog excreting in prohibited place | 100 | |

Dated..... 20____

The Common Seal of the }
[insert name of local government] }
 was affixed by authority of a }
 resolution of the Council in the }
 presence of: }

MAYOR/PRESIDENT

CHIEF EXECUTIVE OFFICER

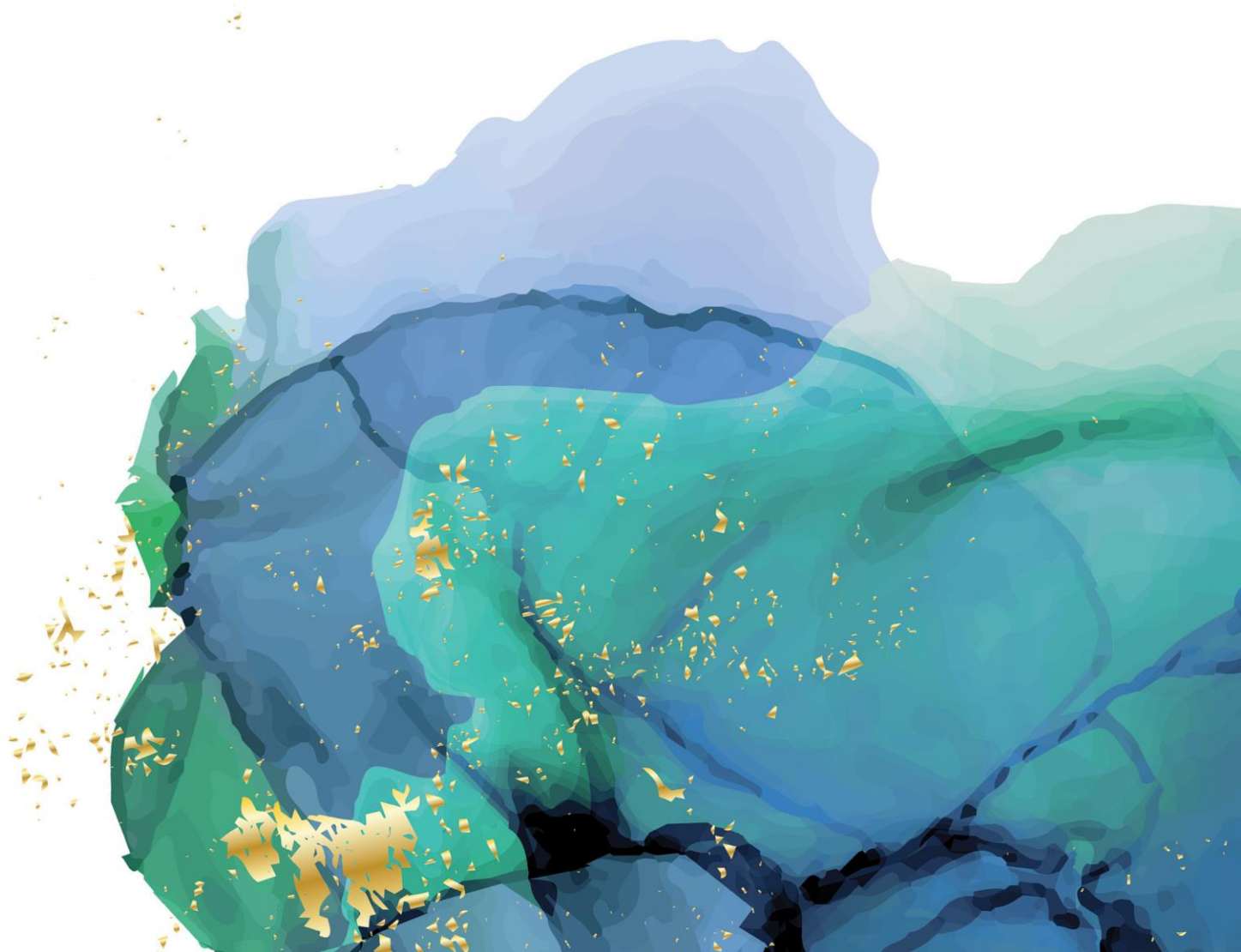


This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Discussion paper on the implementation of child safety officers in local governments

Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse

December 2020



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1. Background

1.1 Royal Commission into Institutional Responses to Child Sexual Abuse

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission (Royal Commission)) was established in response to allegations of child sexual abuse in institutional contexts that had been emerging in Australia for many years. The Royal Commission's Final Report¹ made 409 recommendations, with 310 applicable to the Western Australian State Government.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

The Royal Commission also envisioned that the National Office for Child Safety (rec 6.16 and 6.17) would have a key role in collaborating with the Commonwealth, state and territory governments to support national consistency. It would do this by leading capacity building, continuous improvement of child safe initiatives through resources development, best practice material and evaluation. They also expected the National Office for Child Safety to promote participation and empowerment of children and young people.

1.2 National Principles for Child Safe Organisations

The Royal Commission defined child safe organisations as those which create cultures, adopt strategies and take actions to prevent harm to children, including child sexual abuse. The Royal Commission proposed 10 Child Safe Standards be adopted to foster child safety and wellbeing in organisations across Australia, as referenced above.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles) in February 2019. The National Principles (Appendix 1) incorporate the 10 Child Safe Standards recommended by the Royal Commission, with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

1.3 What is happening in Western Australia to support implementation?

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but

¹ <https://www.childabuseroyalcommission.gov.au/final-report>

recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children;
- activities or services under the auspices of a religious denomination;
- childcare or childminding services;
- child protection services;
- activities or services where clubs and associations have a significant involvement by children;
- coaching or tuition services for children;
- commercial services for children;
- services for children with a disability;
- education services for children;
- health services for children;
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

2. Role of local governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection².

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community. Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

2.1 Engagement with the local communities

As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community's expectations and the local government's outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.

² Final Report: Volume 6, Making institutions child safe, p.300

3. Child safety officers

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6³ and Volume 14⁴ of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in

³ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_6_making_institutions_child_safe.pdf

⁴ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_14_sport_recreation_arts_culture_community_and_hobby_groups.pdf

these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport⁵ on their websites.

⁵ Kidsport is a scheme that enables low income families to participate in community sport through provision of financial assistance towards club fees).

- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.

4. Progress to date across jurisdictions

Information relating to implementation of the recommendation for local government child safety officers in each state/territory is outlined below. The National Office for Child Safety intends to work with the Australian Local Government Association to develop a plan for implementation at a national level.

| Jurisdiction | Action to date |
|------------------------------|--|
| Western Australia | Accepted in principle. The Department of Communities is leading implementation of child safety officers in partnership with the Department of Local Government, Sport and Cultural Industries. The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system. |
| Victoria | Accepted in principle. Volume 6 of the Final Report identifies that a rural city council in Victoria has appointed two child safety officers to help prevent and respond to concerns of abuse. With the Victorian Government's support, Vicsport provides a 'helpdesk', which delivers assistance and advice to state sporting associations, regional sport assemblies, regional academies of sport, clubs and associations to assist them with cultural change, policy development, change management and communications to meet obligations in Victoria's Child Safe Standards. |
| New South Wales | Accepted in principle. |
| Australian Capital Territory | Accepted in principle. No reported progress. |
| Northern Territory | Accepted in principle. No reported progress. |
| Queensland | Listed for further consideration. The Queensland Government notes this recommendation is primarily the responsibility of the local government sector. The Queensland Government notes there are likely to be resource implications associated with implementing this recommendation, particularly for smaller remote, rural and Indigenous local governments, and will collaborate with the local government sector to identify the best way to support local institutions. |
| South Australia | Noted. This recommendation is seen to be the responsibility of local governments and is outside the scope of the South Australian Government's response to the Final Report |
| Tasmania | Accepted in principle. The Tasmanian Government agreed to work with the Local Government Association to progress this work. |

5. Process for consultation with the local government sector

Phase 1 – Endorsement of consultation process (complete)

September 2020

The Department of Communities and the Department of Local Government, Sport and Cultural Industries developed a proposed consultation process, which was shared, discussed and endorsed with the Local Government Professionals of Western Australia's (LG Pro) Community Development Network on 1 October 2020. The paper was also shared with the leadership group of the Western Australian Local Government Association's (WALGA) Local Government Community Safety Network for comment and feedback.

Phase 2 – Consultation process (in progress)

December 2020 – April 2021

This discussion paper was developed by the Department of Communities and the Department of Local Government, Sport and Cultural Industries, in consultation with the Department of the Premier and Cabinet, CCYP and WALGA. It will be distributed to individual local governments through WALGA and LG Pro by Wednesday, 2 December 2020, with feedback required from individual local governments and peak bodies by Close of Business on Friday, 2 April 2021.

The State Government will facilitate presentations for local governments on the discussion paper via webinar on Monday, 14 December 2020 and Thursday, 4 February 2021. The webinars will be presented by the Department of Communities and the Department of Local Government, Sport and Cultural Industries with support from WALGA and LG Pro. To register your interest please email childsafeguarding@dlqsc.wa.gov.au prior to each webinar.

This consultation process aligns with the consultation on the design of the independent oversight system, which includes the monitoring and enforcing of the National Principles. Between November 2020 and February 2021, feedback is being sought from organisations likely to be impacted by the independent oversight and broader community stakeholders on particular elements of the system and how they will work. The local government sector is encouraged to provide feedback through the dedicated consultation webpage <http://www.wa.gov.au/independent-oversight-system-consultation>.

It is recommended that local government officers seek a position in relation to both consultation issues, child safety officers and the independent oversight system, from their respective councils during the consultation period to inform the organisation's feedback. Each local government should then respond individually to the consultation questions with specific feedback relevant to their geographical context.

Phase 3 – Presentation of policy position and guidance on implementation

April – June 2021

The consultation findings from this discussion paper will inform a draft report by Friday, 7 May 2021. The draft report will outline the State Government's proposed implementation of recommendation 6.12 and provide guidance as to how local governments can implement the role of child safety officers, including what support will be needed.

The draft report will be shared with WALGA, LG Pro, the Department of the Premier and Cabinet and CCYP for comments and feedback before being made publicly available and distributed to the local government sector as a final report by Friday, 4 June 2021.

6. Consultation questions

Responses to consultation questions are due to the Department of Communities by Close of Business on Friday, 2 April 2021. Responses can be emailed to csaroyalcommission@communities.wa.gov.au.

- 1) Please specify which local government you are responding on behalf of.

Click or tap here to enter text.

- 2) What is your role within the organisation?

Click or tap here to enter text.

- 3) Please consider each of the functions of a child safety officer and the three accompanying questions for each.

a) Developing child safe messages in local government venues, grounds and facilities;

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

b) Assisting local institutions to access online child safe resources

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

c) *Providing child safety information and support to local institutions on a need's basis;*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

d) *Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

- 4) Please specify any additional feedback in relation to the proposed implementation of child safety officers within Western Australia.

Click or tap here to enter text.

7. Further information and resources

Contact information

Please contact any of the State Government representatives below to discuss queries relating to this paper or the consultation process.

Amanda Furnell
Manager Royal Commission Implementation Team
Strategy and Partnerships
Department of Communities
Phone:
Email: csaroyalcommission@communities.gov.wa.au

Ben Armstrong
Acting Director Strategic Coordination and Delivery
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9622
Email: childsafeguarding@dlgsc.wa.gov.au

Gordon MacMile
Acting Executive Director Local Government
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9752
Mobile: 0418 968 952
Email: childsafeguarding@dlgsc.wa.gov.au

Resources

Further detail about the National Principles and resources relating to their implementation in organisations can be found on the websites listed below.

The Commissioner for Children and Young People Western Australia's website has a range of resources related to implementation of the National Principles, as well as links to provide information, resources and practical examples on each of the 10 National Principles.

<https://www.ccyp.wa.gov.au/our-work/child-safe-organisations-wa/>

The National Office for Child Safety provides further resources to help organisations, children and young people, parents and carers learn about the National Principles and how they should be used.

<https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations>

A Working with Children Check is a compulsory screening strategy in Western Australia and one strategy to keep children safe. The website includes a range of resources including creating a child safe organisation through recruitment and staff management.

<https://workingwithchildren.wa.gov.au/about/safeguarding-children>

Appendix 1:

National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

A full description of the National Principles can be found at:

[National Principles for Child Safe Organisations \(humanrights.gov.au\)](https://www.humanrights.gov.au/national-principles-for-child-safe-organisations)

WESTERN AUSTRALIA

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

DRAFT BILL FOR PUBLIC COMMENT

The Government proposes to introduce into Parliament a Bill to amend the *Parliamentary Commissioner Act 1971* and the *Working with Children (Criminal Record Checking) Act 2004*.

This draft Bill has been prepared for public comment but it does not necessarily represent the Government's settled position.

All submissions must be received by 31 January 2021 and should be forwarded to: reportableconduct@ombudsman.wa.gov.au

For further information please see the Ombudsman Western Australia website at <http://www.ombudsman.wa.gov.au>

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**Parliamentary Commissioner Amendment
(Reportable Conduct) Bill 2020**

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| 13. | Section 22B amended | 30 |
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Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

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| 19. | Section 29 amended | 35 |
| 20. | Section 29A inserted | 35 |
| | 29A. Delegation by Commissioner of Police | 35 |
| 21. | Section 30AA inserted | 36 |
| | 30AA. Protection from liability for giving information: reportable conduct scheme | 36 |
| 22. | Section 30B amended | 37 |
| 23. | Section 33 replaced | 37 |
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Western Australia

LEGISLATIVE ASSEMBLY

**Parliamentary Commissioner Amendment
(Reportable Conduct) Bill 2020**

A Bill for

***An Act to amend the *Parliamentary Commissioner Act 1971* and the
*Working with Children (Criminal Record Checking) Act 2004.****

The Parliament of Western Australia enacts as follows:

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Part 1 — Preliminary

1. Short title

This is the *Parliamentary Commissioner Amendment (Reportable Conduct) Act 2020*.

2. Commencement

This Act comes into operation as follows —

- (a) Part 1 — on the day on which this Act receives the Royal Assent;
- (b) Part 2 Division 3 — on the day after the period of 12 months beginning on the day on which section 7 comes into operation;
- (c) the rest of the Act — on a day fixed by proclamation.

**Part 2 — *Parliamentary Commissioner Act 1971*
amended**

Division 1 — Preliminary

3. Act amended

This Part amends the *Parliamentary Commissioner Act 1971*.

Division 2 — General amendments

4. Long title amended

In the long title delete “**authorities and to the deaths of certain children**” and insert:

authorities, to the deaths of certain children and to the reportable conduct scheme

5. Section 4 amended

In section 4 insert in alphabetical order:

CCS Act means the *Children and Community Services Act 2004*;

Commissioner of Police means the person holding or acting in the office of Commissioner of Police under the *Police Act 1892*;

head, of a relevant entity, means —

(a) in relation to a department or an organisation as those terms are defined in the *Public Sector Management Act 1994* section 3(1) —

(i) the chief executive officer or chief employee of the department or organisation; or

(ii) the delegate of the chief executive officer or the chief employee of the department or organisation;

or

(b) in relation to any other authority —

(i) the chief executive officer of the authority; or

- 1 (ii) if there is no chief executive officer —
2 the president, chairman or other
3 principal or presiding member of the
4 authority, or if the authority is
5 constituted by a single person, that
6 person; or
7 (iii) the delegate of a person referred to in
8 subparagraph (i) or (ii);
9 or
10 (c) a person prescribed, or a person of a class
11 prescribed, by the regulations to be the head of
12 an entity or a delegate of that person; or
13 (d) in any other case —
14 (i) the chief executive officer of the entity
15 (however described); or
16 (ii) if there is no chief executive officer —
17 the principal officer of the entity
18 (however described); or
19 (iii) if there is no chief executive officer or
20 principal officer — a person, or the
21 holder of a position, in the entity
22 nominated by the entity and approved
23 by the Commissioner; or
24 (iv) the delegate of a person referred to in
25 subparagraph (i), (ii) or (iii);

26 **relevant entity** means an entity to which the reportable
27 conduct scheme applies under section 19H;

28 **religious body** means a body established or operated
29 for a religious purpose that operates under the auspices
30 of 1 or more religious denominations or faiths;

31 **reportable allegation** has the meaning given in
32 section 19E;

33 **reportable conduct** has the meaning given in
34 section 19F;

35 **reportable conduct scheme** means the scheme
36 established under Part III Division 3B;

37 **reportable conviction** has the meaning given in
38 section 19G;

39

1 **6. Section 19A amended**
2 In section 19A(1) delete the definition of *CCS Act*.

3 **7. Part III Division 3B inserted**
4 After Part III Division 3A insert:
5

Division 3B — Reportable conduct scheme

Subdivision 1 — Preliminary

19C. Terms used

In this Division —

assault means —

- 11 (a) the intentional or reckless application of
12 physical force without lawful justification or
13 excuse; or
- 14 (b) any act that intentionally or recklessly causes
15 another person to apprehend immediate and
16 unlawful violence;

17 *child* means a person who is under 18 years of age;

18 *conduct* means an act or an omission to do an act;

19 *contractor* includes —

- 20 (a) an officer of, or a person employed or engaged
21 to work for, a contractor; and
- 22 (b) a subcontractor of a contractor; and
- 23 (c) an officer of, or a person employed or engaged
24 to work for, a subcontractor; and
- 25 (d) a volunteer working for a contractor or a
26 subcontractor;

27 *employee*, of a relevant entity —

- 28 (a) means an individual who has reached 18 years
29 of age and is —
 - 30 (i) an officer or employee of the relevant
31 entity, whether or not the individual's
32 work is in connection with any work or
33 activities of the entity that relate to
34 children; or

- 1 (ii) engaged by the entity to provide
2 services to children, including as a
3 volunteer or contractor; or
- 4 (iii) a carer as defined in the CCS Act
5 section 3;
- 6 and
- 7 (b) if the relevant entity is a religious body —
- 8 (i) includes a minister of religion and a
9 religious leader of the religious body;
10 but
- 11 (ii) does not include a person only because
12 the person participates in worship;
- 13 and
- 14 (c) if the relevant entity is the Police Force of
15 Western Australia, includes a person appointed
16 under the *Police Act 1892* Part I as an officer or
17 constable of the Police Force;
- 18 **investigation**, of a matter, includes any preliminary or
19 other inquiry into, or examination of, the matter;
- 20 **investigation information** means information —
- 21 (a) relating to a reportable allegation or a
22 reportable conviction; or
- 23 (b) obtained as a result of an investigation into a
24 reportable allegation or reportable conviction
25 conducted by the Commissioner or a relevant
26 entity; or
- 27 (c) relating to any of the following —
- 28 (i) the progress, conduct or findings of an
29 investigation referred to in
30 paragraph (b);
- 31 (ii) any action taken or not taken as a result
32 of the findings of an investigation
33 referred to in paragraph (b);
- 34 **investigator** means a person conducting an
35 investigation under this Act on behalf of the head of a
36 relevant entity for the purposes of the reportable
37 conduct scheme;
- 38 **relevant commencement day** means the day on which
39 the *Parliamentary Commissioner Amendment*
40 *(Reportable Conduct) Act 2020* section 7 comes into
41 operation;

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sexual misconduct —

- (a) includes misconduct against, with or in the presence of, a child that is sexual in nature; but
- (b) does not include a sexual offence;

sexual offence —

- (a) means an offence of a sexual nature under a law of this State, another State, a Territory or the Commonwealth, committed against, with or in the presence of, a child; and
- (b) includes, without limitation —
 - (i) an offence under *The Criminal Code* Chapter XXXI committed against, with or in the presence of, a child; and
 - (ii) an offence of a sexual nature under *The Criminal Code* Chapter XXV; and
 - (iii) an offence of a sexual nature under any other provision of *The Criminal Code* committed against, with or in the presence of, a child; and
 - (iv) an offence under a law of another State, a Territory or the Commonwealth the elements of which, if they had occurred in this State, would have constituted an offence of a kind referred to in subparagraph (i), (ii) or (iii); and
 - (v) an offence of attempting, or of conspiracy or incitement, to commit an offence of a kind referred to in subparagraphs (i) to (iv) or paragraph (a); and
 - (vi) an offence that, at the time it was committed —
 - (I) was an offence of a kind referred to in subparagraphs (i) to (v) or paragraph (a); or
 - (II) in the case of an offence committed before the relevant commencement day — was an offence of a kind referred to in subparagraphs (i) to (v) or paragraph (a).

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19D. Conviction

- (1) For the purposes of this Division, a reference to a **conviction** in relation to an offence committed by a person is a reference to any of the following —
- (a) a court making a formal finding of guilt in relation to the offence;
 - (b) if there has been no formal finding of guilt before conviction — a court convicting the person of the offence;
 - (c) a court accepting a plea of guilty from the person in relation to the offence;
 - (d) a court acquitting the person following a finding under *The Criminal Code* section 27 that the person is not guilty of the offence on account of unsoundness of mind or an acquittal following an equivalent finding under a law of another State, a Territory or the Commonwealth.
- (2) For the purposes of this Division, a reference to a **conviction** includes a reference to a conviction that is a spent conviction.
- (3) For the purposes of subsection (2), an offence becomes spent if, under a law of this State, another State, a Territory or the Commonwealth, the person concerned is permitted not to disclose the fact that the person was convicted or found guilty of the offence.
- (4) For the purposes of this Division, a reference to a **conviction** does not include a reference to a conviction that is subsequently quashed or set aside by a court.

19E. Reportable allegation

In this Act —
reportable allegation —

- (a) means any information that leads a person to form a suspicion on reasonable grounds that an employee has committed reportable conduct or conduct that may involve reportable conduct, whether or not the conduct is alleged to have occurred within the course of the employee’s employment; but

1 (b) does not include information relating to a
2 reportable conviction.

3 **19F. Reportable conduct**

4 In this Act —

5 ***reportable conduct*** means —

6 (a) the following conduct, whether or not a
7 criminal proceeding in relation to the conduct
8 has been commenced or concluded and whether
9 the conduct occurred before, on or after the
10 relevant commencement day —

- 11 (i) a sexual offence;
- 12 (ii) sexual misconduct;
- 13 (iii) an assault committed against, with or in
14 the presence of, a child;
- 15 (iv) an offence prescribed by the regulations
16 for the purposes of this definition;

17 but

18 (b) does not include conduct that is —

- 19 (i) reasonable for the discipline,
20 management or care of a child or of
21 another person in the presence of a
22 child, having regard to —
 - 23 (I) the characteristics of the child,
24 including the age, health and
25 developmental stage of the
26 child; and
 - 27 (II) any relevant code of conduct or
28 professional standard that at the
29 time applied to the discipline,
30 management or care of the child
31 or the other person;

32 or

- 33 (ii) trivial or negligible and that has been or
34 will be investigated and recorded as part
35 of another workplace procedure; or
- 36 (iii) of a class or kind exempt from being
37 reportable conduct under
38 section 19L(1).

1 **19G. Reportable conviction**

2 In this Act —
3 *reportable conviction* —

- 4 (a) means a conviction for an offence under a law
5 of the State, another State, a Territory or the
6 Commonwealth that is an offence referred to in
7 paragraph (a)(i) or (iv) of the definition of
8 *reportable conduct* in section 19F; and
9 (b) in relation to a person, includes a conviction
10 entered for the person before, on or after the
11 relevant commencement day.

12 **19H. Entities to which reportable conduct scheme applies**

13 The reportable conduct scheme applies to an entity set
14 out in Column 2 of Schedule 2 that —

- 15 (a) exercises care, supervision or authority over
16 children as part of its primary functions or
17 otherwise; and
18 (b) is not exempt under section 19M(1).

19 **19I. Object and principles**

20 (1) The object of this Division is to protect children from
21 harm by establishing and implementing a scheme
22 for —

- 23 (a) reporting and investigating reportable
24 allegations and reportable convictions; and
25 (b) taking appropriate action in response to
26 findings of reportable conduct.

27 (2) The reportable conduct scheme is based on the
28 principles that —

- 29 (a) the protection and best interests of children are
30 paramount considerations; and
31 (b) if a child is able to form views on a matter
32 concerning a reportable allegation or reportable
33 conviction and it is appropriate in the
34 circumstances to consult the child —
35 (i) the child must be given the opportunity
36 to express the views freely; and
37 (ii) the views are to be given due weight in
38 the investigation in accordance with the

- 1 developmental capacity of the child and
2 the circumstances;
- 3 and
- 4 (c) criminal conduct or suspected criminal conduct
5 should be reported to the police; and
- 6 (d) the Commissioner and others involved in the
7 reportable conduct scheme should work in
8 collaboration to ensure a fair process is used in
9 the investigation of reportable allegations and
10 reportable convictions; and
- 11 (e) employees who are the subject of reportable
12 allegations are entitled to be afforded natural
13 justice in investigations into their conduct.

14 **Subdivision 2 — Role of Commissioner**

15 **19J. Administration, oversight and monitoring of**
16 **scheme**

17 The Commissioner is responsible for administering,
18 overseeing and monitoring the reportable conduct
19 scheme.

20 **19K. Functions of Commissioner**

- 21 (1) The Commissioner has the following functions in
22 relation to the reportable conduct scheme —
- 23 (a) to educate and provide advice to relevant
24 entities in order to assist them to identify
25 reportable conduct and to notify and investigate
26 reportable allegations and reportable
27 convictions;
- 28 (b) to oversee the investigation of reportable
29 allegations and reportable convictions by
30 relevant entities;
- 31 (c) if the Commissioner considers it to be in the
32 public interest to do so — to investigate
33 reportable allegations and reportable
34 convictions;
- 35 (d) if the Commissioner considers it in the public
36 interest to do so — to investigate whether
37 reportable allegations or reportable convictions
38 have been appropriately handled or investigated
39 or responded to by the head of a relevant entity;

- 1 (e) to make recommendations to relevant entities in
2 relation to the findings of the investigations
3 referred to in paragraph (c) or (d);
- 4 (f) to monitor the compliance of relevant entities
5 with the reportable conduct scheme and
6 whether appropriate action is taken by a
7 relevant entity;
- 8 (g) to monitor a relevant entity's systems for
9 preventing, notifying and dealing with
10 reportable conduct;
- 11 (h) to report to Parliament on the reportable
12 conduct scheme;
- 13 (i) to perform any other function conferred on the
14 Commissioner under this Division.
- 15 (2) Without limiting the Commissioner's investigation
16 powers under this Act, the Commissioner may exercise
17 any power and perform any function the Commissioner
18 has under Divisions 3 and 4 for the purpose of
19 performing the Commissioner's functions under this
20 Division.

21 **19L. Commissioner may exempt conduct**

- 22 (1) The Commissioner may exempt a class or kind of
23 conduct of employees of a relevant entity from being
24 reportable conduct.
- 25 (2) The Commissioner must publish the details of an
26 exempt class or kind of conduct on the Commissioner's
27 website.

28 **19M. Commissioner may exempt entities**

- 29 (1) The Commissioner may exempt an entity from the
30 reportable conduct scheme.
- 31 (2) The Commissioner must give written notice to an
32 entity of an exemption under subsection (1) that relates
33 to the entity.
- 34 (3) An exemption under subsection (1) continues until the
35 Commissioner gives the entity written notice that the
36 exemption is revoked.

1 **19N. Commissioner may exempt investigations**

- 2 (1) The Commissioner may exempt the head of a relevant
3 entity from commencing or continuing an
4 investigation.
- 5 (2) An exemption under subsection (1) may be for a
6 specified period.
- 7 (3) Without limiting subsection (1), the Commissioner
8 may exempt the head of the relevant entity if —
9 (a) the matter is already being dealt with or
10 investigated by another appropriate person or
11 body; or
12 (b) the head of the relevant entity has made a
13 request for the exemption in a notice under
14 section 19U.
- 15 (4) The Commissioner must give written notice to the head
16 of the relevant entity of an exemption under
17 subsection (1) that relates to the entity.
- 18 (5) An exemption under subsection (1) continues until —
19 (a) the Commissioner gives the head of the
20 relevant entity written notice that the exemption
21 is revoked; or
22 (b) if the exemption is for a specified period — the
23 end of the specified period.
- 24 (6) The head of the relevant entity is not required to
25 provide a report of an investigation under
26 section 19V(1) if the investigation is exempt under this
27 section.

28 **Subdivision 3 — Systems to deal with reportable conduct**

29 **19O. Head of relevant entity must ensure systems in**
30 **place**

31 The head of a relevant entity must ensure that the
32 relevant entity has in place —

- 33 (a) a system for preventing reportable conduct by
34 an employee of the relevant entity in the course
35 of the person’s employment; and
36 (b) a system for enabling any person, including an
37 employee of the relevant entity, to notify the
38 head of the relevant entity of a reportable

- 1 allegation or reportable conviction involving an
2 employee of the relevant entity of which the
3 person becomes aware; and
- 4 (c) a system for enabling any person, including an
5 employee of the relevant entity, to notify the
6 Commissioner of a reportable allegation or
7 reportable conviction involving the head of the
8 relevant entity of which the person becomes
9 aware; and
- 10 (d) a system for investigating a reportable
11 allegation or reportable conviction relating to
12 an employee of the relevant entity and taking
13 appropriate action in response to a finding of
14 reportable conduct; and
- 15 (e) a system for the receipt, handling and
16 disclosure of information relating to
17 investigation information, reportable
18 allegations and reportable convictions.

19 **19P. Commissioner must monitor relevant entity**

- 20 (1) The Commissioner must monitor the compliance by a
21 relevant entity with the requirements of section 19O.
- 22 (2) If requested by the Commissioner, the head of a
23 relevant entity must provide to the Commissioner any
24 information about a system referred to in section 19O.
- 25 (3) The Commissioner may make recommendations for
26 action to be taken by the head of a relevant entity and
27 may provide the head of the relevant entity with any
28 necessary information relating to the recommendations
29 if a reasonable concern with a system referred to in
30 section 19O is identified.

31 **Subdivision 4 — Notice, investigation and reporting**

32 **19Q. Report of reportable allegation or reportable**
33 **conviction**

- 34 (1) This section applies if a person becomes aware of a
35 reportable allegation or reportable conviction involving
36 an employee of a relevant entity.
- 37 (2) If the person is an employee of the relevant entity, the
38 employee must as soon as practicable after becoming

- 1 aware of the reportable allegation or reportable
2 conviction —
- 3 (a) report the matter to the head of the relevant
4 entity; or
- 5 (b) if the matter relates to the head of the relevant
6 entity — report the matter to the
7 Commissioner.
- 8 (3) If the person is not an employee of the relevant entity,
9 the person may —
- 10 (a) report the matter to the head of the relevant
11 entity; or
- 12 (b) if the matter relates to the head of the relevant
13 entity — report the matter to the
14 Commissioner.
- 15 (4) A person who has made a report to the head of the
16 relevant entity under this section may report the matter
17 to the Commissioner if the person is not satisfied with
18 the response of the head of the relevant entity to the
19 report.

20 **19R. Head of relevant entity must notify Commissioner**

- 21 (1) This section applies if the head of a relevant entity
22 becomes aware of a reportable allegation or a
23 reportable conviction involving a person who is an
24 employee of the relevant entity.
- 25 (2) The head of the relevant entity must give written notice
26 to the Commissioner of the following information
27 within 7 working days after becoming aware of the
28 reportable allegation or reportable conviction —
- 29 (a) details of the reportable allegation or reportable
30 conviction;
- 31 (b) the name (including any former name and alias)
32 and date of birth of the employee;
- 33 (c) whether the police have been contacted about
34 the reportable allegation or reportable
35 conviction;
- 36 (d) the risk assessment made and the risk
37 management action taken or proposed to be
38 taken by the relevant entity;

- 1 (e) the name, address and telephone number of the
2 relevant entity;
- 3 (f) the name of the head of the relevant entity;
- 4 (g) how the head of the relevant entity intends to
5 proceed with the matter;
- 6 (h) any information prescribed by the regulations.
- 7 (3) The head of the relevant entity is only required to
8 provide information under subsection (2)(a), (b), (c)
9 and (h) of which the head of the relevant entity is
10 aware.
- 11 (4) The Commissioner, at the request of the head of the
12 relevant entity may, in writing, extend the time for
13 giving a notice under this section.
- 14 (5) This section does not apply in relation to conduct of
15 employees of a relevant entity that is of a class or kind
16 of conduct that is exempt under section 19L(1).
- 17 (6) It is an offence for the head of a relevant entity to fail,
18 without reasonable excuse, to comply with
19 subsection (2).
- 20 Penalty for this subsection: a fine of \$5 000.
- 21 (7) It is a defence to a charge for an offence against
22 subsection (6) for the person charged to prove that the
23 person honestly and reasonably believed that another
24 person had notified the Commissioner of the reportable
25 allegation or reportable conviction in accordance with
26 subsection (2).

27 **19S. Information may be disclosed to Commissioner or**
28 **head of entity**

- 29 (1) The head of a relevant entity may disclose any
30 information to the Commissioner that the head of the
31 relevant entity believes on reasonable grounds reveals
32 reportable conduct involving an employee of the
33 relevant entity.
- 34 (2) An employee of a relevant entity may disclose any
35 information to the Commissioner that the employee
36 believes on reasonable grounds reveals reportable
37 conduct involving the head of the relevant entity.
- 38 (3) A person who makes a report to the head of a relevant
39 entity under section 19Q may disclose any information

1 to the head of the relevant entity that the person
2 believes on reasonable grounds reveals reportable
3 conduct involving an employee of the relevant entity.

4 (4) A person who has made a report to the head of the
5 relevant entity under section 19Q and is not satisfied
6 with the response of the head of the relevant entity to
7 the report may disclose any information to the
8 Commissioner that the person believes on reasonable
9 grounds reveals reportable conduct involving an
10 employee of the relevant entity.

11 **19T. Head of relevant entity must respond to reportable**
12 **allegation or reportable conviction**

13 (1) As soon as practicable after the head of a relevant
14 entity becomes aware of a reportable allegation or
15 reportable conviction involving an employee of the
16 relevant entity, the head of the relevant entity —

17 (a) must —

18 (i) investigate the reportable allegation or
19 reportable conviction; or

20 (ii) arrange for an employee of the relevant
21 entity to investigate the reportable
22 allegation or reportable conviction on
23 behalf of the head of the relevant entity;
24 or

25 (iii) engage a person as an independent
26 investigator to investigate the reportable
27 allegation or reportable conviction on
28 behalf of the head of the relevant entity;

29 and

30 (b) must inform the Commissioner of the identity
31 of the person who will conduct the
32 investigation.

33 (2) The head of a relevant entity must give an employee
34 who is the subject of an investigation under this section
35 an opportunity to make submissions to the head of the
36 relevant entity setting out the employee's responses in
37 relation to —

38 (a) the reportable allegation or reportable
39 conviction; and

- 1 (b) any proposed adverse findings of the
2 investigation; and
- 3 (c) any actions affecting the employee that are
4 proposed to be taken as a result of the findings
5 of the investigation.
- 6 (3) The head of a relevant entity must take all reasonable
7 steps to ensure that an investigation under this section
8 is carried out in a timely way.
- 9 (4) The Commissioner may, in writing, request the head of
10 a relevant entity to provide investigation information to
11 the Commissioner.
- 12 (5) The head of a relevant entity must comply with a
13 request under subsection (4).
- 14 (6) It is an offence for the head of a relevant entity to fail,
15 without reasonable excuse, to comply with
16 subsection (1) or (5).
17 Penalty for this subsection: a fine of \$5 000.

18 **19U. Commissioner must be notified of matters affecting**
19 **investigation**

- 20 (1) The head of a relevant entity must give the
21 Commissioner written notice, as soon as practicable, if,
22 in relation to a matter being investigated under
23 section 19T(1), the head of the relevant entity —
- 24 (a) forms the view that the matter does not
25 constitute reportable conduct; or
- 26 (b) becomes aware that another appropriate person
27 or body is dealing with or investigating the
28 matter; or
- 29 (c) is required by law to comply with the directions
30 of another person or body in relation to the
31 investigation of the matter; or
- 32 (d) is requested by another appropriate person or
33 body to cease, or discontinue for a period, the
34 investigation of the matter.
- 35 (2) The notice must be in a form and contain the
36 information required by the Commissioner.

1 (3) The head of the relevant entity may, in the notice,
2 request the Commissioner to exempt the head of the
3 relevant entity under section 19N(1) from the
4 requirement to continue the investigation.

5 **19V. Head of relevant entity must report outcome of**
6 **investigation**

- 7 (1) The head of a relevant entity must, as soon as
8 practicable after the end of an investigation under
9 section 19T(1) of a reportable allegation or reportable
10 conviction, give the Commissioner —
- 11 (a) a written report setting out —
 - 12 (i) the findings of the investigation and the
13 reasons for those findings; and
 - 14 (ii) any disciplinary or other action taken, or
15 proposed to be taken, in relation to the
16 reportable conduct; and
 - 17 (iii) any submissions made by the employee
18 under section 19T(2); and
 - 19 (iv) if the entity does not propose to take any
20 disciplinary or other action in relation to
21 the employee — the reasons why no
22 action is to be taken;
 - 23 and
 - 24 (b) any other information that the head of the
25 relevant entity considers relevant to the report.
- 26 (2) After receiving the report and other information, the
27 Commissioner may, by written notice given to the head
28 of the relevant entity, request any additional
29 information specified in the notice that the
30 Commissioner considers relevant to determine
31 whether —
- 32 (a) the reportable allegation or reportable
33 conviction was properly investigated; and
 - 34 (b) appropriate action was taken as a result of the
35 investigation.
- 36 (3) The head of a relevant entity must comply with a
37 request of the Commissioner under subsection (2).

- 1 (4) It is an offence for the head of a relevant entity to fail,
2 without reasonable excuse, to comply with
3 subsection (1) or (3).

4 Penalty for this subsection: a fine of \$5 000.

5 **19W. Commissioner may conduct own investigation**

- 6 (1) The Commissioner may conduct an investigation under
7 this section if the Commissioner considers it is in the
8 public interest to do so.

- 9 (2) The Commissioner may make a decision to conduct an
10 investigation under this section —

11 (a) on the Commissioner's own initiative; or

12 (b) in response to a report or disclosure under this
13 Division; or

14 (c) in response to a complaint made to the
15 Commissioner in relation to —

16 (i) the handling or investigation by the
17 head of a relevant entity under this
18 Division of a reportable allegation or
19 reportable conviction involving an
20 employee of the relevant entity; or

21 (ii) a finding of, or action taken or not taken
22 by, the head of a relevant entity under
23 this Division in relation to a reportable
24 allegation or reportable conviction
25 involving an employee of the relevant
26 entity.

- 27 (3) An investigation may be conducted into any of the
28 following —

29 (a) any reportable allegation or reportable
30 conviction involving an employee of a relevant
31 entity;

32 (b) any handling or investigation by the head of a
33 relevant entity of a reportable allegation or
34 reportable conviction involving an employee of
35 the relevant entity;

36 (c) any action taken or not taken by the head of a
37 relevant entity in response to a finding of
38 reportable conduct by an employee of the
39 relevant entity.

- 1 (4) The Commissioner may make the following findings
2 following an investigation under subsection (3)(a) —
3 (a) that there are reasonable grounds to suspect that
4 the employee has engaged in reportable
5 conduct;
6 (b) that the employee has a reportable conviction;
7 (c) that there are no, or no reasonable, grounds to
8 suspect that the employee has engaged in
9 reportable conduct;
10 (d) that the employee does not have a reportable
11 conviction.

12 **19X. Notice to head of relevant entity of Commissioner’s**
13 **investigation**

- 14 (1) If the Commissioner decides to conduct an
15 investigation under section 19W, the Commissioner
16 must give the head of the relevant entity written notice
17 stating —
18 (a) that the Commissioner intends to carry out an
19 investigation under section 19W; and
20 (b) particulars of the investigation; and
21 (c) whether the Commissioner requires the head of
22 the relevant entity not to commence, or to
23 suspend, an investigation by the head of the
24 relevant entity into a matter the Commissioner
25 has decided to investigate.
- 26 (2) The Commissioner, on completing an investigation
27 under section 19W, may require the head of the
28 relevant entity to continue an investigation that is
29 suspended under subsection (1)(c).
- 30 (3) The head of a relevant entity must, as far as
31 practicable, comply with a requirement of the
32 Commissioner under subsection (1)(c) or (2).
- 33 (4) It is an offence for the head of a relevant entity to fail,
34 without reasonable excuse, to comply with
35 subsection (3).
36 Penalty for this subsection: a fine of \$5 000.

- 1 **19Y. Provisions relating to investigation under**
2 **section 19W(3)(a)**
- 3 (1) This section applies if the Commissioner decides to
4 conduct an investigation referred to in
5 section 19W(3)(a).
- 6 (2) The Commissioner must give the employee who is the
7 subject of the investigation written notice stating —
8 (a) that the Commissioner intends to carry out an
9 investigation under this section; and
10 (b) particulars of the investigation.
- 11 (3) As soon as practicable after the investigation ends, the
12 Commissioner —
13 (a) must give the head of the relevant entity written
14 notice stating that the investigation has ended;
15 and
16 (b) must report to the head of the relevant entity —
17 (i) the findings of the investigation; and
18 (ii) the reasons for the findings;
19 and
20 (c) may make any recommendations that the
21 Commissioner thinks fit.
- 22 (4) The head of a relevant entity must not take any action
23 to implement a recommendation of the Commissioner
24 under subsection (3)(c) involving an employee of the
25 relevant entity until the later of the following —
26 (a) the end of the period under section 19Z(2) for
27 the employee to apply for a review of the
28 finding;
29 (b) if the employee makes an application under
30 section 19Z(1) for a review of the finding —
31 the final determination of the review.
- 32 (5) As soon as practicable after the investigation ends, the
33 Commissioner must —
34 (a) give the employee who is the subject of the
35 investigation written notice stating that the
36 investigation has ended; and

- 1 (b) report to the employee —
2 (i) the findings of the investigation; and
3 (ii) the reasons for the findings.

4 **19Z. Application to State Administrative Tribunal for**
5 **review**

- 6 (1) A person aggrieved by a finding of the Commissioner
7 on an investigation conducted under section 19W(3)(a)
8 may apply to the State Administrative Tribunal for a
9 review of the finding.
- 10 (2) An application under subsection (1) must be made
11 within 28 days after the person is notified of the
12 finding for which the review is sought.
- 13 (3) For a review under this section, the State
14 Administrative Tribunal is to be constituted by a
15 judicial member as defined in the *State Administrative*
16 *Tribunal Act 2004* section 3(1).
- 17 (4) A finding of the Commissioner on an investigation
18 conducted under section 19W(3)(a) is taken to be a
19 decision for the purposes of the *State Administrative*
20 *Tribunal Act 2004* Part 3 Division 3.

21 **19ZA. Relevant entities that are agents of Crown**

22 Sections 19R(6), 19T(6), 19V(4) and 19X(4) do not
23 apply to a relevant entity that is an agent of the Crown.

24 **19ZB. Concurrent investigations or proceedings**

- 25 (1) This section applies if —
26 (a) the Commissioner of Police advises the
27 Commissioner or the head of a relevant entity
28 that an investigation or finding under this
29 Division is likely to compromise a police
30 investigation; or
31 (b) another person or body with authority to
32 investigate the conduct of an employee of a
33 relevant entity advises the Commissioner or the
34 head of the relevant entity that an investigation
35 or finding under this Division is likely to
36 compromise an investigation by that person or
37 body (a *relevant investigation*).

- 1 (2) The Commissioner or the head of the relevant entity
2 may —
- 3 (a) suspend the investigation or finding until
4 otherwise advised; and
- 5 (b) take steps to manage any risks while the
6 investigation or finding is suspended; and
- 7 (c) if the investigation or finding was being
8 conducted by the head of the relevant entity —
- 9 (i) advise the Commissioner about the
10 suspension under this section; and
- 11 (ii) advise the Commissioner of the steps
12 being taken to manage the risks.
- 13 (3) Before making a decision about whether to suspend or
14 continue an investigation, the Commissioner or the
15 head of the relevant entity must consult with the
16 Commissioner of Police or the person conducting the
17 relevant investigation.
- 18 (4) Before making a decision under subsection (2)(b) about
19 the steps to be taken to manage risks the Commissioner
20 or the head of the relevant entity must consult with, as
21 the case requires —
- 22 (a) the Commissioner of Police or the officer in
23 charge of the police investigation; or
- 24 (b) the person or body conducting the relevant
25 investigation.
- 26 (5) If the Commissioner or the head of the relevant entity
27 decides not to suspend the investigation, the
28 Commissioner or the head of the relevant entity must
29 ensure the investigation is conducted in a way that does
30 not compromise the police investigation or the relevant
31 investigation, as the case requires.
- 32 (6) This section does not affect the operation of any other
33 Act.
- 34 (7) In this section, a police investigation or relevant
35 investigation includes any court proceeding (including
36 an appeal) arising out of the investigation.

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Subdivision 5 — Disclosure of information

19ZC. Investigation information may be disclosed to child or parent

- (1) The Commissioner or the head of a relevant entity may disclose investigation information to any of the following —
 - (a) a child who is the subject of conduct that forms the basis of a reportable allegation or a reportable conviction that has been investigated by the Commissioner or the head of the relevant entity;
 - (b) a parent or guardian of a child referred to in paragraph (a), or a person who has parental responsibility for the child.
- (2) The Commissioner or the head of a relevant entity must not disclose information under subsection (1) —
 - (a) if the disclosure would —
 - (i) put the wellbeing of the child at risk; or
 - (ii) contravene the CCS Act section 124F or 240; or
 - (iii) compromise an investigation under this Act, a police investigation, a relevant investigation referred to in section 19ZB or an investigation under another Act;
 - or
 - (b) in any circumstances prescribed by the regulations.

19ZD. Commissioner may request information about reportable convictions

- (1) In this section —

court means the Supreme Court, the District Court, the Magistrates Court or the Children’s Court;

Registrar in relation to —

 - (a) the Supreme Court, means the Principal Registrar of the Supreme Court; or
 - (b) the District Court, means the Principal Registrar of the District Court; or

- 1 (c) the Magistrates Court, means the Principal
2 Registrar of the Magistrates Court; or
- 3 (d) the Children’s Court, means a registrar of the
4 Children’s Court.
- 5 (2) The Commissioner may make a request to the Registrar
6 of a court to provide information relating to a
7 reportable conviction entered against an employee of a
8 relevant entity that the Commissioner reasonably
9 requires for the purposes of an investigation under the
10 reportable conduct scheme.
- 11 (3) The Commissioner is authorised to disclose
12 information obtained under this Division or Division 3
13 or 4 for the purpose of that request.
- 14 (4) The Registrar of the court to whom a request may be
15 made under subsection (2) is authorised to disclose
16 information to the Commissioner for the purposes of an
17 investigation under the reportable conduct scheme.
- 18 (5) This section applies despite section 13(2).

19 **Subdivision 6 — Review of amendments made by**
20 ***Parliamentary Commissioner Amendment (Reportable***
21 ***Conduct) Act 2020***

22 **19ZE. Review of amendments made by *Parliamentary***
23 ***Commissioner Amendment (Reportable Conduct)***
24 ***Act 2020***

- 25 (1) The Minister must review the operation and
26 effectiveness of the amendments made to this Act by
27 the *Parliamentary Commissioner Amendment*
28 *(Reportable Conduct) Act 2020*, and prepare a report
29 based on the review, as soon as practicable after the 5th
30 anniversary of the day on which section 7 of that Act
31 comes into operation.
- 32 (2) The review must include consideration as to whether
33 the reportable conduct scheme should be expanded to
34 apply to any other entities.
- 35 (3) The Minister must cause the report to be laid before
36 each House of Parliament as soon as practicable after it
37 is prepared, but not later than 12 months after the
38 5th anniversary.

- 1 (4) If, in the Minister's opinion, a House of Parliament will
2 not sit during the period of 21 days after finalisation of
3 the report, the Minister must send the report to the
4 Clerk of the House.
- 5 (5) When the report is sent to the Clerk of a House it is
6 taken to have been laid before the House.
- 7 (6) The laying of the report that is taken to have occurred
8 under subsection (5) must be recorded in the Minutes,
9 or Votes and Proceedings, of the House on the first
10 sitting day of the House after the Clerk receives the
11 report.
12

13 **8. Section 19 amended**

14 After section 19(8) insert:
15

- 16 (9) This section applies to an investigation by the
17 Commissioner for the purposes of the reportable
18 conduct scheme as follows —
- 19 (a) subsections (1) and (1a) do not apply;
 - 20 (b) a reference to a department or authority is taken
21 to be a reference to a relevant entity;
 - 22 (c) a reference to the principal officer of a
23 department or authority is taken to be a
24 reference to the head of a relevant entity;
 - 25 (d) subsection (7)(b) applies only if the
26 investigation relates to a relevant entity that is a
27 department or authority.
28

29 **9. Section 20 amended**

30 (1) After section 20(2A) insert:
31

- 32 (2AA) No obligation to maintain secrecy or other restriction
33 upon the disclosure of information obtained by or
34 furnished to the head of a relevant entity or an
35 investigator conducting an investigation under
36 Division 3B, whether imposed by any enactment or by
37 any rule of law, applies to the disclosure of information
38 for the purposes of that investigation.
39

1 (2) In section 20(2B) delete “Crown or any authority to which this
2 Act applies” and insert:

3

4 Crown, any authority to which this Act applies or a relevant
5 entity

6

7 (3) In section 20(3):

8 (a) delete “(2A)” and insert:

9

10 (2A), (2AA)

11

12 (b) delete “he” and insert:

13

14 the person

15

16 **10. Section 21 amended**

17 (1) In section 21 delete “For” and insert:

18

19 (1) For

20

21 (2) At the end of section 21 insert:

22

23 (2) For the purposes of conducting an investigation under
24 Division 3B, the Commissioner may, at any time, enter
25 any premises occupied or used by any relevant entity,
26 and inspect those premises or anything for the time
27 being in those premises.

28

29 **11. Section 22A amended**

30 In section 22A(1) delete “concerning any complaint under this
31 Act or any investigation under this Act.” and insert:

32

33 concerning —

34 (a) any complaint under this Act; or

35 (b) any investigation under this Act, other than an
36 investigation carried out for the purposes of the
37 reportable conduct scheme.

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Note: The heading to amended section 22A is to read:

Consultation other than in relation to reportable conduct scheme

12. Section 22AA inserted

After section 22A insert:

22AA. Consultation in relation to reportable conduct scheme

- (1) The Commissioner may consult the Corruption and Crime Commission, the Public Sector Commissioner, the Inspector of Custodial Services or the Director of Public Prosecutions concerning —
 - (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner under the reportable conduct scheme.

- (2) The Commissioner or the head of a relevant entity may consult with a specified person concerning —
 - (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner or the head of the relevant entity under the reportable conduct scheme.

- (3) In subsection (2) —

specified person means —

 - (a) the Commissioner of Police; or
 - (b) the Commissioner for Children and Young People; or
 - (c) the CEO as defined in the CCS Act section 3;
or

- 1 (d) the CEO as defined in the *Working with*
2 *Children (Criminal Record Checking) Act 2004*
3 section 4.
- 4 (4) Information obtained by the Commissioner, the Deputy
5 Commissioner or a member of the Commissioner’s
6 staff under this Act for the purposes of the reportable
7 conduct scheme may be disclosed for the purposes of
8 any consultation by the Commissioner under
9 subsection (1) or (2).
- 10 (5) Information obtained by the head of a relevant entity or
11 an investigator conducting an investigation under this
12 Act for the purposes of the reportable conduct scheme
13 may be disclosed for the purposes of any consultation
14 by the head of the relevant entity under subsection (2).
15

16 **13. Section 22B amended**

17 In section 22B:

- 18 (a) after “this Act” insert:
19
20 (other than an investigation carried out for the purposes
21 of the reportable conduct scheme)
22
- 23 (b) in paragraph (e)(ii) delete “Commissioner,” and insert:
24
25 Commissioner for Children and Young People,
26

27 **14. Section 22C inserted**

28 After section 22B insert:
29

30 **22C. Disclosure of certain information relating to**
31 **reportable conduct scheme**

- 32 (1) In this section —
33 *reportable conduct information* means information
34 obtained by the Commissioner, the Deputy
35 Commissioner or a member of the Commissioner’s
36 staff for the purposes of the reportable conduct scheme.

- 1 (2) The Commissioner, the Deputy Commissioner or a
2 member of the Commissioner’s staff authorised for the
3 purposes of this section by the Commissioner or the
4 Deputy Commissioner may disclose reportable conduct
5 information if —
- 6 (a) the information —
- 7 (i) is disclosed to a person referred to in
8 section 22B(aa), (b), (c), (d) or (ea); and
- 9 (ii) concerns a matter of a kind for which
10 information can be disclosed to that
11 person under section 22B;
- 12 or
- 13 (b) the information —
- 14 (i) is disclosed to the Commissioner of
15 Police; and
- 16 (ii) concerns a matter that is relevant to the
17 functions of the Commissioner of
18 Police;
- 19 or
- 20 (c) the information —
- 21 (i) is disclosed to the Commissioner for
22 Children and Young People or a
23 member of the staff of the
24 Commissioner for Children and Young
25 People authorised for the purposes of
26 this subparagraph by the Commissioner
27 for Children and Young People; and
- 28 (ii) concerns a matter that is relevant to the
29 functions of the Commissioner for
30 Children and Young People under the
31 *Commissioner for Children and Young*
32 *People Act 2006*;
- 33 or
- 34 (d) the information —
- 35 (i) is disclosed to the CEO as defined in the
36 CCS Act section 3 or a member of the
37 staff of the Department as defined in
38 that section; and

- 1 (ii) concerns a matter that is relevant to the
2 functions of the CEO under that Act;
- 3 or
- 4 (e) the information —
- 5 (i) is disclosed to the CEO as defined in the
6 *Working with Children (Criminal*
7 *Record Checking) Act 2004* section 4 or
8 a member of the staff of the Department
9 as defined in that section; and
- 10 (ii) concerns a matter that is relevant to the
11 functions of the CEO under that Act.
12

13 **15. Section 23 amended**

- 14 (1) In section 23(1):
- 15 (a) after “investigation” (first occurrence) insert:
16
17 by the Commissioner
18
- 19 (b) in paragraph (c) delete “section 22A or 22B.” and insert:
20
21 Division 3B or section 22A, 22AA, 22B or 22C(2).
22
- 23 (2) In section 23(1b):
- 24 (a) delete “his opinion,” and insert:
25
26 the Commissioner’s opinion,
27
- 28 (b) delete “person,” and insert:
29
30 person or of the proper operation of the reportable
31 conduct scheme,
32
- 33 (3) In section 23(1d)(a) after “authority” insert:
34
35 or relevant entity
36

- 1 (4) After section 23(1e)(a) insert:
2
- 3 (aa) if the opinions relate to a relevant entity, the
4 head of the relevant entity; or
5
- 6 **16. Section 23A amended**
- 7 (1) In section 23A delete “Any” and insert:
8
- 9 (1) Any
10
- 11 (2) At the end of section 23A insert:
12
- 13 (2) Subsection (1) does not apply to a document sent to the
14 Commissioner, the Deputy Commissioner or a member
15 of the Commissioner’s staff for the purposes of the
16 reportable conduct scheme.
17
- 18 **17. Section 25 amended**
- 19 After section 25(7) insert:
20
- 21 (8) This section applies in relation to an investigation by
22 the Commissioner for the purposes of the reportable
23 conduct scheme as follows —
- 24 (a) any reference to the appropriate authority is
25 taken to be a reference to the relevant entity;
- 26 (b) any reference to the principal officer of the
27 appropriate authority is taken to be a reference
28 to the head of the relevant entity;
- 29 (c) subsection (3) applies only if the investigation
30 relates to a relevant entity that is a department
31 or authority;
- 32 (d) for the purposes of an investigation referred to
33 in section 19W(3)(a) —
- 34 (i) subsections (1) and (2) do not apply;
35 and

- 1 (ii) a reference in subsections (3) to (5) to a
2 recommendation under subsection (2) is
3 taken to be a reference to a
4 recommendation under
5 section 19Y(3)(c).
6

7 **18. Section 28 inserted**

8 At the end of Part III Division 5 insert:
9

10 **28. Annual report to include report on reportable**
11 **conduct scheme**

- 12 (1) The annual report of the accountable authority of the
13 Parliamentary Commissioner for Administrative
14 Investigations under the *Financial Management*
15 *Act 2006* Part 5 must include a report about the
16 operation of the reportable conduct scheme in the
17 financial year to which the report relates, including the
18 following —
19 (a) a description of the activities of the
20 Commissioner in relation to the reportable
21 conduct scheme;
22 (b) an evaluation of the response of relevant
23 entities to the recommendations of the
24 Commissioner under the reportable conduct
25 scheme;
26 (c) a description of matters relating to the
27 reportable conduct scheme, including trends,
28 notifications and investigations.
29 (2) A report under subsection (1) must not include
30 information that could lead to the identification of a
31 child or a person investigated under the reportable
32 conduct scheme.
33 (3) This section does not limit the power of the
34 Commissioner under section 27(1) to also, at any time,
35 lay before each House of Parliament a report in relation
36 to the reportable conduct scheme.
37

1 **19. Section 29 amended**

2 After section 29(2) insert:

3

- 4 (3) References in this section, in relation to an
5 investigation for the purposes of the reportable conduct
6 scheme, to the party subject to the investigation include
7 references to the relevant entity or the head of the
8 relevant entity.

9

10 **20. Section 29A inserted**

11 After section 29 insert:

12

13 **29A. Delegation by Commissioner of Police**

- 14 (1) The Commissioner of Police may delegate any power
15 or duty of the Commissioner of Police under
16 section 19ZB, 22AA or 22C(2) to the following
17 persons —
- 18 (a) a specified police officer;
 - 19 (b) police officers of a specified rank or class;
 - 20 (c) another person appointed or employed under
21 the *Police Act 1892*.
- 22 (2) The delegation must be in writing signed by the
23 Commissioner of Police.
- 24 (3) A person to whom a power or duty is delegated under
25 this section cannot delegate that power or duty.
- 26 (4) A person exercising or performing a power or duty that
27 has been delegated to the person under this section is
28 taken to do so in accordance with the terms of the
29 delegation unless the contrary is shown.
- 30 (5) Nothing in this section limits the ability of the
31 Commissioner of Police to perform a function through
32 an officer or agent.
- 33

1 **21. Section 30AA inserted**

2 After section 30A insert:

3

4 **30AA. Protection from liability for giving information:**
5 **reportable conduct scheme**

- 6 (1) This section applies if a person acting in good faith —
- 7 (a) gives a report, notification or information to the
8 Commissioner under Part III Division 3B or in
9 the course of, or for the purposes of, an
10 investigation into a reportable allegation or
11 reportable conviction under this Act; or
- 12 (b) gives a report, notification or information to the
13 head of a relevant entity under Part III
14 Division 3B; or
- 15 (c) gives information to an investigator carrying
16 out an investigation under Part III Division 3B.
- 17 (2) The report, notification or information may be given
18 despite any other enactment, law or agreement that
19 prohibits or restricts its disclosure.
- 20 (3) In giving the information or making the report or
21 notification the person —
- 22 (a) does not incur any civil or criminal liability or
23 liability to be punished for a contempt of court;
24 and
- 25 (b) is not to be taken to have breached any duty of
26 confidentiality or secrecy imposed by law; and
- 27 (c) is not to be taken to have breached any
28 professional ethics or standards or any
29 principles of conduct applicable to the person's
30 employment or to have engaged in
31 unprofessional conduct.
- 32 (4) Civil proceedings cannot be brought against a person in
33 respect of an act referred to in subsection (1)(a), (b)
34 or (c) without the leave of the Supreme Court, and the
35 Supreme Court must not give leave unless it is satisfied
36 that there is substantial ground for the contention that
37 the person to be proceeded against has acted in bad
38 faith.
39

1 **22. Section 30B amended**

2 After section 30B(1)(e) insert:

3

- 4 (ea) has provided, is providing or will or may in the
5 future provide information in the course of, or
6 for the purpose of, an investigation of a
7 reportable allegation or reportable conviction to
8 the Commissioner or the head of a relevant
9 entity under this Act; or

10

11 **23. Section 33 replaced**

12 Delete section 33 and insert:

13

14 **33. Regulations**

15 The Governor may make regulations —

- 16 (a) amending Schedule 1 or 2; or
17 (b) prescribing all matters that are required or
18 permitted by this Act to be prescribed, or are
19 necessary or convenient to be prescribed, for
20 giving effect to the reportable conduct scheme.

21

22 **24. Schedule 1 amended**

23 In Schedule 1 delete the item relating to the *State Administrative*
24 *Tribunal Act 2004*.

25 **25. Schedule 2 inserted**

26 After Schedule 1 insert:

27

28 **Schedule 2 — Relevant entities to which this Act**
29 **applies**

30

[s. 19H]

Column 1

Column 2

Public bodies

A department.

An authority.

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 2 General amendments

s. 25

| Column 1 | Column 2 |
|--|--|
| Providers of education services | <p>A school as defined in the <i>School Education Act 1999</i> section 4.</p> <p>A college or other vocational education and training institution as those terms are defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A registered training provider as defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A university established under a written law.</p> <p>An Australian university college, an authorised non-university institution or a recognised overseas university as those terms are defined in the <i>Higher Education Act 2004</i> section 3.</p> |
| Providers of health services | <p>A health service provider as defined in the <i>Health Services Act 2016</i> section 6.</p> <p>A private hospital service provider as defined in the <i>Private Hospitals and Health Services Act 1927</i> section 2(1).</p> <p>A provider of a mental health service as defined in the <i>Mental Health Act 2014</i> section 4 that has inpatient beds for children and young people.</p> <p>A provider of a drug and alcohol treatment service that has inpatient beds for children and young people.</p> <p>An ambulance service.</p> |
| Providers of out-of-home care services | <p>A person who has entered into an agreement under the CCS Act section 15(1) for the provision of placement services.</p> |
| Providers of child care services | <p>An education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> section 5(1).</p> <p>A child care service as defined in the <i>Child Care Services Act 2007</i> section 4.</p> |

Column 1

Column 2

Providers of youth justice services

A provider of a detention centre as defined in the *Young Offenders Act 1994* section 3.

A provider of community justice services funded by the department principally assisting in the administration of the *Young Offenders Act 1994*.

1

2

Division 3 — Additional amendments

3

26. Section 19F amended

4

In section 19F in the definition of *reportable conduct* after paragraph (a)(iii) insert:

5

6

7

(iiia) significant neglect of a child;

8

9

10

11

(iiib) any behaviour that causes significant emotional or psychological harm to a child;

12

27. Schedule 2 amended

13

In Schedule 2 after the item relating to Providers of youth justice services insert:

14

15

Religious bodies

A religious body that provides, or has provided, activities, facilities, programs or services that provide a means for adults to have contact with children.

Examples of activities, facilities, programs or services —

(a) altar serving;

(b) art groups;

(c) bible study groups;

(d) choirs and music groups;

(e) church-run creches;

(f) dance groups;

(g) faith-based children's and youth groups;

(h) multi-faith networks;

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 3 Additional amendments

s. 27

- (i) open days;
- (j) prayer groups;
- (k) religious community engagement and outreach;
- (l) religious festivals and celebrations;
- (m) religious services;
- (n) sports teams;
- (o) Sunday schools;
- (p) tutoring services;
- (q) youth camps.

Providers of disability services

A service provider as defined in the *Disability Services Act 1993* section 3.

A registered provider of supports and services under the National Disability Insurance Scheme established under the *National Disability Insurance Scheme Act 2013* (Commonwealth).

Providers of accommodation and respite services for children

A provider of a homelessness service that provides overnight beds only for children and young people and is funded by the department principally assisting in the administration of the CCS Act.

A provider of boarding facilities for students who are children.

An entity that provides overnight camps for children and young people as part of its primary activity.

A provider of any other accommodation or respite services for children.

Part 3 — Working with Children (Criminal Record Checking) Act 2004 amended

28. Act amended

This Part amends the *Working with Children (Criminal Record Checking) Act 2004*.

29. Section 4 amended

In section 4 insert in alphabetical order:

head, of a relevant entity, has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

Parliamentary Commissioner means the Commissioner as defined in the *Parliamentary Commissioner Act 1971* section 4;

relevant entity has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

relevant reportable conduct means reportable conduct that is prescribed by the regulations for the purposes of this definition;

reportable conduct has the meaning given in the *Parliamentary Commissioner Act 1971* section 19F;

30. Section 12 amended

(1) In section 12(3) in the Table after item 6 insert:

| | | |
|----|--|----------|
| 6A | The CEO is aware that a finding of relevant reportable conduct has been made in relation to the applicant under the <i>Parliamentary Commissioner Act 1971</i> Part III Division 3B. | s. 12(5) |
|----|--|----------|

(2) In section 12(8):

(a) delete “offence,” and insert:

offence or finding of relevant reportable conduct,

s. 31

- 1 (b) in paragraphs (b) and (c) delete “committed;” and insert:
2
3 committed or the relevant reportable conduct occurred
4 or is alleged to have occurred;
5
6 (c) in paragraph (d) after “offence” insert:
7
8 or relevant reportable conduct
9
10 (d) in paragraph (e)(ii) delete “applicant;” and insert:
11
12 applicant; or
13
14 (e) after paragraph (e)(ii) insert:
15
16 (iii) any finding of relevant reportable
17 conduct made in relation to the
18 applicant;
19

20 **31. Section 13 amended**

- 21 In section 13(1)(a)(ii) after “criminal record” insert:
22
23 or the findings of the applicant’s relevant reportable conduct
24

25 **32. Part 2 Division 3A inserted**

- 26 After Part 2 Division 3 insert:
27

28 **Division 3A — Findings of relevant reportable conduct**

29 **18A. Findings of relevant reportable conduct**

- 30 (1) In this section —
31 *employee*, of a relevant entity, has the meaning given
32 in the *Parliamentary Commissioner Act 1971*
33 section 19C;
34 *identifying information*, in relation to a person,
35 includes the person’s —
36 (a) name and any former name and alias; and

- 1 (b) date of birth; and
2 (c) address.
- 3 (2) The Parliamentary Commissioner may give written
4 notice to the CEO of a finding of relevant reportable
5 conduct under the *Parliamentary Commissioner*
6 *Act 1971* if —
- 7 (a) the Parliamentary Commissioner reasonably
8 believes that the finding is in respect of a
9 person who —
- 10 (i) has applied for an assessment notice
11 under section 9 or 10; or
12 (ii) has a current assessment notice;
13 and
- 14 (b) the finding relates to a person who is or was an
15 employee of a relevant entity that is prescribed,
16 or is of a class of relevant entity prescribed, by
17 the regulations.
- 18 (3) A notice under subsection (2) must include the
19 following information in relation to the person to
20 whom the finding relates —
- 21 (a) any identifying information the Parliamentary
22 Commissioner holds in relation to the person;
23 (b) a brief summary of the relevant reportable
24 conduct and the finding.
- 25 (4) The CEO must treat a notice of a finding given to the
26 CEO under subsection (2) as an application for an
27 assessment notice by the person to whom the finding
28 relates.
- 29 (5) Information may be disclosed under this section despite
30 any other enactment, law or agreement that prohibits or
31 restricts its disclosure.
- 32 (6) If the person to whom the finding relates has a current
33 assessment notice, section 12 applies to the application
34 as if a reference in that section to issuing an assessment
35 notice were a reference to issuing an assessment notice
36 or a further assessment notice.
37

s. 33

1 **33. Part 3A inserted**

2 After section 34 insert:
3

4 **Part 3A — Information gathering and sharing**

5 **34A. Exchange of information with Parliamentary**
6 **Commissioner or head of relevant entity**

7 (1) In this section —

8 *identifying information* has the meaning given in
9 section 18A(1);

10 *investigation information* has the meaning given in the
11 *Parliamentary Commissioner Act 1971* section 19C;

12 *reportable allegation* has the meaning given in the
13 *Parliamentary Commissioner Act 1971* section 19E;

14 *reportable conviction* has the meaning given in the
15 *Parliamentary Commissioner Act 1971* section 19G.

16 (2) The CEO may disclose to the Parliamentary
17 Commissioner or the head of a relevant entity any
18 identifying information held in relation to a person who
19 is an applicant for an assessment notice under section 9
20 or 10.

21 (3) The CEO may request the Parliamentary
22 Commissioner or the head of the relevant entity to
23 provide information and documents (including
24 investigation information) about a reportable
25 conviction or a reportable allegation to which a finding
26 of relevant reportable conduct relates.

27 (4) The Parliamentary Commissioner or the head of the
28 relevant entity may disclose the information or
29 documents requested to the CEO.

30 (5) Information may be disclosed under this section despite
31 any other enactment, law or agreement that prohibits or
32 restricts its disclosure.
33

34



The office of the Ombudsman acknowledges Aboriginal and Torres Strait Islander people of Australia as the traditional custodians of Australia. We recognise and respect the exceptionally long history and ongoing cultural connection Aboriginal and Torres Strait Islander people have to Australia, recognise the strength, resilience and capacity of Aboriginal and Torres Strait Islander people and pay respect to Elders past, present and future.

We acknowledge the Whadjuk Noongar people as the traditional custodians of the land on which the office of the Ombudsman is located.

What is this Information Sheet about?

This Information Sheet is about the proposed Reportable Conduct Scheme for Western Australia.

What is the proposed Reportable Conduct Scheme?

It is a scheme to report employee misconduct involving children. The Royal Commission into Institutional Responses to Child Sexual Abuse found that organisations need to improve their responses to child abuse and recommended that state and territory governments set up schemes which oblige heads of organisations to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The proposed Reportable Conduct Scheme for Western Australia will provide independent oversight of how certain organisations prevent and handle allegations and convictions of child abuse involving any of the organisation's employees.

The proposed Reportable Conduct Scheme will apply to organisations that exercise a high degree of responsibility for children and where there is a heightened risk of child abuse. These organisations will need to notify the Ombudsman of allegations and convictions of child abuse involving their employees (please see below for who is considered an employee).

The Ombudsman can then review the findings made and the action taken by the organisation or undertake their own investigation.

Why do we need a Reportable Conduct Scheme?

Reportable conduct schemes aim to prevent harm to children and make children safer. The Royal Commission into Institutional Responses to Child Sexual Abuse recommended the introduction of nationally consistent reportable conduct schemes.

The objective of the proposed Reportable Conduct Scheme Bill is to protect children from harm by implementing a scheme for:

- reporting and investigating allegations and convictions of child abuse involving employees of certain organisations; and
- taking appropriate action in response to findings of child abuse.

The proposed Reportable Conduct Scheme is based on the principles that:

- the protection and best interests of children are paramount considerations; and
- if a child is able to form views on an allegation or conviction of child abuse and it is appropriate to consult the child —
 - the child must be given the opportunity to express their views freely; and
 - their views are to be given due weight in accordance with the child's development and the circumstances; and
- criminal conduct or suspected criminal conduct should be reported to the police; and
- the Ombudsman and others involved in the reportable conduct scheme should work in collaboration to ensure a fair process is used in the investigation of allegations and convictions of child abuse; and
- employees who are the subject of allegations of child abuse are entitled to be afforded natural justice in investigations into their conduct.

What is Reportable Conduct?

The conduct of an employee that must be notified to the Ombudsman is:

- a sexual offence or sexual misconduct against, with or in the presence of a child;
- physical assault committed against, with, or in the presence of a child;
- significant neglect of a child;
- any behaviour that causes significant emotional or psychological harm to a child; and
- other offences that might be decided by Parliament after the introduction of the Reportable Conduct Scheme.

What organisations are covered?

The types of organisations covered by the proposed scheme will include:

- accommodation and residential services;
- religious institutions;
- childcare services;
- child protection and out-of-home care services;
- disability services;
- education services;
- health services; and
- justice and detention services.

The scheme will not apply to organisations that do not have care, supervision or authority over children.

Who are Employees?

For an organisation covered by the proposed scheme, an 'employee' will include:

- any officer or employee of the organisation;
- a volunteer, contractor or subcontractor who provides services to children;
- for a religious body, a minister of religion or a religious leader; and
- a carer under the *Children and Community Services Act 2004*.

What is the Ombudsman's role?

The Ombudsman will work with organisations covered by the proposed scheme to build on existing procedures and reporting requirements. The Ombudsman will:

- assist organisations to identify, notify and investigate reportable conduct by their employees;
- provide oversight of the organisation's investigation of reportable conduct by an employee and the action taken if a finding of reportable conduct is made;
- if it is in the public interest to do so, undertake their own investigation and make recommendations to the organisation;
- monitor the organisations' systems for preventing, notifying and dealing with reportable conduct; and
- report to Parliament on the scheme.

The Ombudsman will also share information with police and key institutions to better protect children from abuse, including informing the Chief Executive Officer of the Department of Communities of a finding of reportable conduct to enable an assessment or re-assessment of a person who has a Working with Children Check card.

What does an organisation need to do?

The proposed Reportable Conduct Scheme will require heads of organisations that are covered by the scheme to:

- have certain systems in place, including systems for preventing, notifying and dealing with any allegations or convictions of child abuse involving an employee;
- notify the Ombudsman about any allegations or convictions of child abuse involving an employee;
- investigate any allegations or convictions of child abuse involving an employee and provide a report to the Ombudsman at the end of the investigation on any findings made and actions taken; and
- report to other bodies, such as WA Police, the Department of Communities or professional bodies as required.

How will the Reportable Conduct Scheme interact with the Working with Children Check Scheme?

The proposed Bill will also make amendments to the *Working with Children (Criminal Record Checking) Act 2004 (WA)* so that reportable conduct findings can cause an assessment or re-assessment of a person who has a Working with Children Check card.

When would the proposed Reportable Conduct Scheme start?

If approved by Parliament, the scheme will be phased in, with childcare services, child protection and out-of-home care services, education services, health services and justice and detention services covered in the first year and the remaining services after 12 months of operation of the scheme. The phased commencement of the scheme over two years will assist organisations to prepare for the new requirements.

Can I have a say on the proposed Reportable Conduct Scheme?

Yes you can. For the proposed Reportable Conduct Scheme to start, Parliament must change the law. The first part of changing the law is introducing a Bill into Parliament. The Bill for the proposed Reportable Conduct Scheme is called a 'Green Bill' which allows for the public to be consulted about the Bill and provide submissions before the final Bill is introduced into Parliament. The Green Bill has been tabled in Parliament and can be viewed by any member of the public [here](#).

All submissions must be received by 31 January 2021.

Where can I get a copy of the Green Bill?

If you would like to read the *Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020* that would create the Reportable Conduct Scheme please go to this [link](#).

How do I provide my submission?

You can provide your submission directly to the office of the Ombudsman. We want to make it as easy for you as possible, so you can provide your submission in an email to:

reportableconduct@ombudsman.wa.gov.au

What if I have read this Information Sheet but still have questions?

If you have any questions that are not answered by this Information Sheet you should not hesitate to contact our office on:

Telephone: (08) 9220 7471

Email: reportableconduct@ombudsman.wa.gov.au



**Child Safe
Organisations**
National Principles



**National Principles
for Child Safe
Organisations**

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Further information:

For further information about the copyright in this publication, please contact:

Communications Unit

Australian Human Rights Commission

GPO Box 5218

SYDNEY NSW 2001

Telephone: (02) 9284 9600

Email: communications@humanrights.gov.au

Foreword

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) uncovered shocking abuse of children within institutions in Australia.

The Commission recommended taking action to make organisations across the country safe for children.

The development of the National Principles for Child Safe Organisations (National Principles) is a key national reform in response to these recommendations.

The Principles have been endorsed by all Commonwealth, state and territory governments.

They provide a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations related to child safe standards.

I would like to thank all who contributed to the development of the National Principles and their accompanying guidance material.

Development of the National Principles was led by Community Services Ministers across Australia under the *Third Action Plan 2015-2018 of the National Framework for Protecting Australia's Children 2009-2020* and the National Children's Commissioner, Megan Mitchell, in consultation with a broad range of sectors engaging with children.

Representatives from key advocacy groups and academia also contributed, as well as children and young people themselves.

Adopting the National Principles is an important step to better protecting Australia's children.



Scott Morrison
Prime Minister of Australia
Chair of the Council of Australian Governments

Preamble

A wide range of organisations work with children and young people throughout Australia. These may be small and community based, such as a sports club or playgroup where families and community members contribute voluntarily, through to more highly organised structures like schools, hospitals and churches. They may also be businesses or organisations employing staff and/or volunteers providing services to and working with children and young people. Some may work across state boundaries.

In 2013, the Australian Government established a Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) in response to community concern about widespread reports of cases where Australian institutions failed to protect children from sexual abuse. The Commission's final recommendations emphasised that members of the public, children and young people, parents, carers, families and communities should feel confident that organisations working with children provide safe environments in which children's rights, needs and interests are met.

The National Principles draw on the work of the Royal Commission, Australia's Children's Commissioners and Guardians and the 2005 National Framework for Creating Safe Environments for Children.

They provide a national approach to embedding a child safe culture across all sectors of Australian society in which children are involved.

Underpinned by a child-rights approach and based on the standards recommended by the Royal Commission, the National Principles are designed to build capacity and deliver child safety and wellbeing in organisations, families and communities and prevent future harm. In order to allow flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities,

the National Principles outline at a high level the 10 elements that are fundamental for making an organisation safe for children.

The National Principles emphasise the importance of culturally safe environments and practices for Aboriginal and Torres Strait Islander children and young people. Aboriginal and Torres Strait Islander families and communities are more likely to access services that are culturally safe and experience better outcomes in such services. This includes improving the way organisations engage with Aboriginal and Torres Strait Islander children and their families, recognising the impact of intergenerational trauma, and respecting cultural diversity.

The National Principles collectively show that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. A child safe organisation consciously and systematically:

- creates an environment where children's safety and wellbeing is the centre of thought, values and actions
- places emphasis on genuine engagement with, and valuing of children
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm
- responds to any concerns, disclosures, allegations or suspicions.

The adoption and application of national child safe principles in any institution or organisation across Australia, in which children are involved, is a significant milestone in promoting child safety and wellbeing.



Wheel of Child Safety

National Principles for Child Safe Organisations

- 1.** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2.** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3.** Families and communities are informed and involved in promoting child safety and wellbeing.
- 4.** Equity is upheld and diverse needs respected in policy and practice.
- 5.** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6.** Processes to respond to complaints and concerns are child focused.
- 7.** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8.** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9.** Implementation of the national child safe principles is regularly reviewed and improved.
- 10.** Policies and procedures document how the organisation is safe for children and young people.

As of 1 February 2019, all Parties have confirmed their commitment to the National Principles for Child Safe Organisations as follows:

| | |
|---|---|
| <p><i>The Prime Minister of Australia on behalf of the Commonwealth of Australia</i></p> <p>The Hon Scott Morrison MP</p> | |
| <p><i>The Premier of New South Wales on behalf of the State of New South Wales</i></p> <p>The Hon Gladys Berejiklian MP</p> | <p><i>The Premier of Victoria on behalf of the State of Victoria</i></p> <p>The Hon Daniel Andrews MP</p> |
| <p><i>The Premier of Queensland on behalf of the State of Queensland</i></p> <p>The Hon Anastacia Palaszczuk MP</p> | <p><i>The Premier of Western Australia on behalf of the State of Western Australia</i></p> <p>The Hon Mark McGowan MLA</p> |
| <p><i>The Premier of South Australia on behalf of the State of South Australia</i></p> <p>The Hon Steven Marshall MP</p> | <p><i>The Acting Premier of Tasmania on behalf of the State of Tasmania</i></p> <p>The Hon Jeremy Rockliff MP</p> |
| <p><i>The Acting Chief Minister of the Australian Capital Territory on behalf of the Australian Capital Territory</i></p> <p>Ms Yvette Berry MLA</p> | <p><i>The Chief Minister of the Northern Territory on behalf of the Northern Territory</i></p> <p>The Hon Michael Gunner MLA</p> |

Guidance

Australia ratified the United Nations Convention on the Rights of the Child (CRC) in 1990. Under the Convention, children, like adults, possess human rights. They also have the right to special protection because of their vulnerability to exploitation and abuse. Under the Convention, a child is defined as every human being below eighteen years of age.

The following pages provide detailed guidance on each of the principles to support the adoption of the National Principles across all organisations engaging with children across Australia.

For each principle, the guidance provides:

- the intent and key elements of the principle
- key action areas, showing where organisations should take action to create a culture of child safety
- indicators that the principle is upheld, providing practical examples of signs that the principle is effectively in place
- references to examples of relevant Articles of the CRC.

This guidance is intended to support organisations to consistently and effectively implement the National Principles. It is provided as a best practice guide and allows flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities.

A set of tools and resources to support implementation of the National Principles within organisations can be accessed through the National Office for Child Safety webpage (<https://pmc.gov.au/domestic-policy/national-office-child-safety>).

Principle 1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

This principle provides guidance on the role of organisational leadership and governance in promoting inclusive and welcoming environments for children and young people, a culture of accountability and the ways in which a child safe culture is developed and maintained.

Adoption of this principle shows that the organisation has a commitment to child safety and wellbeing through all levels of the organisation. Governance arrangements are transparent and include a child safety and wellbeing policy, practice guidance, a Code of Conduct and a risk management framework. Governance arrangements vary depending on the type, nature and size of an organisation. Organisational leadership provides an authorising environment for the sharing of information about risks to children and young people.

Key action areas:

- 1.1 The organisation makes a public commitment to child safety.
- 1.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and the bottom up.
- 1.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 1.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 1.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 1.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Indicators that this principle is upheld:

- * The organisation can demonstrate they have publicly available and current documents such as a child safety and wellbeing policy, practice guidance, information sharing protocols, staff and volunteer codes of conduct and risk management strategies.
- * The organisational leadership models and regularly reinforces attitudes and behaviours that value children and young people and a commitment to child safety, child wellbeing and cultural safety. This commitment is clear in duty statements, performance agreements and staff and volunteer review processes.
- * Staff, volunteers, children and young people have a sound knowledge of children's rights, including their rights to feel safe and be heard, and the accountabilities that accompany these rights.
- * Leaders promote sharing good practice and learnings about child safety and wellbeing.

Principle 2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

This principle describes an organisational culture that supports children and young people to understand what child safety and wellbeing means. They are informed about their rights and responsibilities in an age appropriate way. They contribute and actively participate in building an organisational culture that is safe for them.

Children and young people know about the organisation's commitment to child safety and wellbeing and access relevant information and programs. They recognise safe environments and understand protective strategies. In such environments, children and young people feel comfortable participating in decisions and communicating their views and concerns. Ultimately, however, the responsibility for child safety and wellbeing in an organisation rests with the organisation and its workers.

Staff and volunteers value and respect children and young people's identity and culture, are comfortable and skilled in engaging with them, understand their developmental needs and build on children and young people's strengths and capacities.

Key action areas:

- 2.1 Children and young people are informed about all of their rights, including to safety, information, and participation.
- 2.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 2.3 Where relevant to the setting or context, children may be offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.
- 2.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns.

Indicators that this principle is upheld:

- * The organisation has programs and resources to educate children and young people on their rights including their right to safety and right to be listened to.
- * The organisation is proactive in providing age appropriate platforms to regularly seek children and young people's views and encourage participation in decision-making.
- * Staff and volunteers have a good understanding of children and young people's developmental needs.
- * Opportunities for participating are documented and regularly reviewed.
- * The organisational environment is friendly and welcoming for children and young people.
- * Children and young people participate in decision-making in the organisation, including in relation to safety issues and risk identification.
- * Children and young people can identify trusted adults and friends.
- * Children and young people are informed about their roles and responsibilities in helping to ensure the safety and wellbeing of their peers.

Principle

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

This principle outlines the range of ways an organisation can involve families and the community in its approach to child safety and wellbeing, relevant policies and practices and the provision of accessible information. This will help inform parents and carers about safeguarding children and young people and encourage their feedback and input. They will be empowered to speak up and drive conversations regarding child safety and wellbeing and how and when they can raise issues and concerns.

Families have the primary responsibility for the upbringing of their children, and are aware of their children's primary protective networks. There is wide variety in the structure of families, the role different family members may play in a child's life, their backgrounds and cultures. Families and carers are best placed to advise about their children's needs and capabilities and can inform organisations about practices and environments that are safe for them. In a safe environment, children, young people, family and community members feel that their culture and identity are respected.

Key action areas:

- 3.1 Families participate in decisions affecting their child.
- 3.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- 3.3 Families and communities have a say in the development and review of the organisation's policies and practices.
- 3.4 Families, carers and the community are informed about the organisation's operations and governance.

Indicators that this principle is upheld:

- * The organisation is responsive to the needs of families and communities, including to cultural safety aspects.
- * The organisation creates opportunities for families and communities to be involved in how the organisation operates, including encouraging their children's participation and feedback.
- * The organisation has clear and accessible information for families and communities about the organisation's operations and policies, including child safety and wellbeing policy, Code of Conduct, record keeping practices and complaints and investigation processes.
- * The organisation seeks feedback from families and communities on issues of child safety and wellbeing and incorporates this into their policies and practices.
- * The organisation engages with and supports approaches that build cultural safety through partnerships and respectful relationships.



Article 2 of the CRC: All children have rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, their sex or gender, what their culture is, whether they have disability, whether they are rich or poor.

Principle

4

Equity is upheld and diverse needs respected in policy and practice.

This principle examines how recognition of children and young people's diverse circumstances enables an organisation to work in a more child centred way and empowers children and young people to participate more effectively. This builds an organisational culture that acknowledges the strengths and individual characteristics of children, and embraces all children regardless of their abilities, sex, gender, or social, economic or cultural background.

A welcoming organisation is one where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying and abuse.

Key action areas:

- 4.1** The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- 4.2** Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- 4.3** The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

Indicators that this principle is upheld:

- * The organisation has specific policies in place that promote equity and respect diversity for the safety and wellbeing of all children and young people.
- * The organisation produces child-friendly material in accessible language and formats that promotes inclusion and informs all children and young people of the support and complaints processes available to them.
- * Board members, employees and volunteers champion attitudes and behaviours that respect the human rights of all children and young people, and are inclusive, well informed and responsive to diverse needs.
- * Board members, staff and volunteers reflect on how discrimination and exclusion, whether intentional or unintentional, may work against a safe and inclusive culture and they develop proactive strategies to address this.
- * Staff and volunteers are trained to recognise and respond effectively to children and young people with diverse needs.



Principle 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

This principle describes recruitment and staff development policies, including appropriate screening, that are a foundation of child safe organisations. This principle also includes induction training, understanding child safety responsibilities and cultural safety concepts, and appropriate supervision of staff and volunteers. Reporting obligations, training in record keeping and information sharing provide staff and volunteers with relevant practice tools to better safeguard children and young people.

Key action areas:

- 5.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 5.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.
- 5.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 5.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Indicators that this principle is upheld:

- * The organisation emphasises its commitment to child safety and wellbeing when advertising for, recruiting and screening staff and volunteers.
- * Duty statements, selection criteria and referee checks demonstrate children and young people are valued and respected, commitment to child safety and wellbeing, understanding of children's developmental needs and culturally safe practices.
- * Employers, staff and volunteers in an organisation have completed background check requirements.
- * Staff and volunteers understand the child safety policy and procedures of the organisation and meet their record keeping, information sharing and reporting responsibilities.
- * Ongoing staff support, supervision and performance management processes involve child safety elements.
- * The organisation maintains suitable record keeping systems and protocols for staff and volunteers.
- * The organisation has a range of tools and processes to monitor and mitigate risk.

Principle 6

Processes to respond to complaints and concerns are child focused.

This principle provides guidance on how human resource management policies and practices and effective complaints management processes should be accessible, responsive to and understood by children and young people, families, staff and volunteers. Complaint management processes will be linked to the Code of Conduct and provide details about where breaches of the Code have occurred. Training will help staff and volunteers to recognise and respond to neglect, grooming and other forms of harm, provide appropriate support to children and young people in these instances and meet legal requirements. This includes training to assist in responding to different types of complaints, privacy considerations, listening skills, disclosures of harm and reporting obligations.

Key action areas:

- 6.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- 6.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 6.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 6.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 6.5 Reporting, privacy and employment law obligations are met.

Indicators that this principle is upheld:

- * Staff and volunteers are well-informed about their roles and responsibilities, reporting and privacy obligations and processes for responding to disclosures. They feel empowered and supported to draw attention to breaches of the Code of Conduct within the organisation and to challenge these behaviours.
- * The complaints handling policy prioritises the safety and wellbeing of children and young people and recognises the role of families and communities in understanding and using the policy.
- * Policies and procedures demonstrate regard for fairness to all parties to a complaint or investigation including support and information as appropriate.
- * Staff and volunteers have a good knowledge of the different ways children and young people express concerns or distress and disclose harm.
- * Information about all complaints and concerns, including breaches of relevant policies or the Code of Conduct, is recorded and analysed, including in relation to processes, timeframes and record keeping practices. Systemic issues are identified and mitigated through this process.
- * Children and young people know who to talk to if they are feeling unsafe and know what will happen.
- * Timely feedback is provided to children and young people, families, staff and volunteers who raise concerns or complaints. This includes reporting back on incidents, concerns and complaints.

Principle 7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

This principle emphasises the importance of information, ongoing education and training for staff and volunteers. Staff and volunteers build on their knowledge and skills and evidence-based practice tools through professional seminars and memberships, supervised peer discussions, team training days and access to research and publications. This ensures staff and volunteers develop awareness and insights into their attitudes towards children and young people, and have a contemporary understanding of child development, safety and wellbeing. They are able to identify indicators of child harm, respond effectively to children and young people and their families and support their colleagues. Staff and volunteers are able to respond in culturally appropriate ways to children and young people who disclose or show signs that they are experiencing harm inside or outside the organisation.

Staff and volunteers are trained in the rights of children and young people in relation to record keeping, and the possible uses and audiences for records that may be created.

Key action areas:

- 7.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.
- 7.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 7.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 7.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Indicators that this principle is upheld:

- * The organisation provides regular opportunities to educate and train staff on child safety and wellbeing policies and procedures and evidence-based practice.
- * The organisation provides a supportive and safe environment for staff and volunteers who disclose harm or risk to children and young people.
- * Staff and volunteers receive training on the rights of children and young people in relation to records being created about children and young people and their use.
- * Staff and volunteers recognise the range of indicators of child harm.
- * Staff and volunteers respond effectively when issues of child safety and wellbeing or cultural safety arise.



Principle 8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

This principle highlights that reducing the risk of harm in physical and online environments is an important preventative mechanism. Risk management strategies clarify potential risks where adult to child or child to child interactions occur, or where the physical environment is unsafe.

Technological platforms within organisations provide valuable tools in education, communication and help seeking. Risks associated with these platforms are minimised through all necessary means, including: education of children and young people, parents, staff and volunteers about expectations of online behaviour; the application of safety filters; and communication protocols.

Key action areas:

- 8.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 8.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.
- 8.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- 8.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Indicators that this principle is upheld:

- * The organisation's risk management strategy addresses physical and online risks, including risks arising from child to child and adult to child interactions and the state and nature of physical spaces.
- * The organisation's policies promote the use of safe online applications for children and young people to learn, communicate and seek help.
- * The organisation considers ways in which the physical environment might promote cultural safety.
- * Staff and volunteers are proactive in identifying and mitigating physical and online risks.
- * Staff and volunteers access and use online environments in line with the organisation's Code of Conduct and relevant communication protocols.
- * Children and young people and their families are informed, in culturally appropriate ways, about the use of the organisation's technology and safety tools.
- * Third party contractors for the provision of facilities and services have appropriate measures in place to ensure the safety and wellbeing of children and young people.

Principle 9

Implementation of the national child safe principles is regularly reviewed and improved.

This principle emphasises that child safe organisations seek to continuously improve their delivery of child safe services and their operations. They also conduct reviews to ensure that organisational policies and procedures, including record keeping practices, are being implemented by staff and volunteers. The participation and involvement of staff, volunteers, children and young people, families and community mentors in these reviews will strengthen the organisation's child safeguarding capacities. This includes the importance of reporting on the findings of reviews, and sharing good practice and learnings on a regular basis. Regular reviews ensure that organisations address new challenges or concerns that arise.

Key action areas:

- 9.1 The organisation regularly reviews, evaluates and improves child safe practices.
- 9.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures so as to inform continuous improvement.
- 9.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Indicators that this principle is upheld:

- * The organisation seeks the participation of children and young people, parents and communities in its regular reviews of child safety and wellbeing policies, procedures and practices.
- * Child safety and wellbeing indicators are included in documentation used for reviews.
- * Review outcomes are considered and implemented to improve child safe practices.
- * Regular analysis of complaints demonstrates improvement in child safe practices.



Principle 10

Policies and procedures document how the organisation is safe for children and young people.

This principle outlines the importance of organisations having a clearly documented child safety and wellbeing policy. This will ensure that all stakeholders, including organisational staff and volunteers, children and young people and their families and carers, are aware of how the organisation is planning to meet its obligations to create an environment that is safe for children. Partner agencies or organisations funded to provide services to children and young people should demonstrate adherence to child safety and wellbeing policies and practices.


Documenting policies and procedures ensures consistent application of child safe practices across the organisation. It also enables organisations to examine, through review processes, adherence to child safety and wellbeing principles and practices.

Key action areas:

- 10.1 Policies and procedures address all national child safe principles.
- 10.2 Policies and procedures are documented and easy to understand.
- 10.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 10.4 Leaders champion and model compliance with policies and procedures.
- 10.5 Staff and volunteers understand and implement policies and procedures.

Indicators that this principle is upheld:

- * The organisation's child safety and wellbeing policy is comprehensive and addresses all ten of these Principles.
- * The organisation's child safety and wellbeing policy and procedures are documented in a language and format that is easily understood and accessible to staff, volunteers, families and children and young people.
- * Audits of the organisation's policies and procedures provide evidence of how the organisation is child safe through its governance, leadership and culture.
- * Practice within the organisation is consistent across the board and compliant with child safe policies and procedures, including culturally safe work practices.
- * Interviews or surveys of children and young people, families and community members demonstrate confidence in and awareness of the organisation's policies and procedures on promoting a child safe culture.
- * Surveys of executive, staff and volunteers demonstrate high levels of understanding of policies, procedures and practice requirements of the organisation.



The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

Work continues with national sector organisations on the implementation of the National Principles and development of related resources.

For more information on Child Safe Organisations please go to:

<https://childsafe.humanrights.gov.au/>

Contact: childsafe@humanrights.gov.au

For more information on the National Office for Child Safety go to:

<https://pmc.gov.au/domestic-policy/national-office-child-safety>

Contact: nationalofficeforchildsafety@pmc.gov.au

