SHIRE OF CORRIGIN

REGISTER OF COUNCIL POLICIES

Adopted by Council 21 October 2025

Council Resolution 118/2025

Latest Update 21 July 2026

Council Resolution 72/2026

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1 ADMINISTRATION POLICIES

1.1 COMMUNICATIONS

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

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

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

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

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

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

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

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

Elected Member Correspondence – incoming

1. All correspondence received by the Shire of Corrigin is deemed as Shire of Corrigin correspondence, unless:
   a) it is addressed to an elected member by name; and
   b) it is marked “Private and Confidential”; and
   c) it has no reference to the Shire of Corrigin as part of the address or addressee.

2. In all cases where correspondence is described in Item 1 complies with 1a, b or c, above, it will be left unopened on the elected members desk.

3. On all occasions where correspondence bearing an elected member’s name is received and does not comply with Item 1a, b, c, it will be opened by administration.

4. The above items are conditional upon total compliance with all telecommunications and Australian postal regulation and laws.

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

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

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

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

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

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

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

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

All publications are available on request in alternative formats.

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

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

1.2 LEGAL REPRESENTATION

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

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

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

Policy:

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

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

Legal Representation Costs that may be approved
If the criteria in clause 1 of this policy is satisfied, the Shire of Corrigin may approve the payment of legal representation costs –

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

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

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

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

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

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

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

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

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

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

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

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

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

Council Powers
The council may –

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

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

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

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

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

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

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

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

Repayment of Legal Representation Costs

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

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

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

1.3 SHIRE OF CORRIGIN OPERATIONAL HOURS

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

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

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

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

All with the exception of public holidays.

1.4 OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

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

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

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

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

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

1.5 FLYING FLAGS

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

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

Policy: The following underpins the policy position:

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

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

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

Australian Aboriginal Flag
Where flags are flown from only two (2) Administration Building flagpoles, and where requested by the National Aboriginal and Islander Day Observance Committee (NAIDOC), Council agrees to a temporary Australian Aboriginal flag[1] at the Shire Administration Street offices during opening hours in NAIDOC week each year.

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

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

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

Flags Flown at Half Mast
Flags may be flown at half-mast:

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

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

1.6 INFORMATION PRIVACY POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **16 October 2018**
Amended: **16 June 2026**

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

Policy:

Scope

This policy applies to:

- Council Members
- Employees
- Contractors
- Volunteers

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

Definitions

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

Policy

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

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

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

The Shire will take reasonable steps to:

- maintain the accuracy of personal information, ensuring records are complete, relevant and up to date;
- safeguard personal information from misuse, interference and unauthorised access, modification or disclosure; and

- ensure appropriate access for individuals to their personal information in accordance with legislative requirements, including the *Freedom of Information Act 1992*.

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

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

Collection, Use and Disclosure
The Shire will:

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

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

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

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

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

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

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

Information Breaches
All suspected or actual information breaches must be reported as soon as practicable to the Chief Executive Officer.
The Shire will:

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

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

Responsibility

The Chief Executive Officer is responsible for:

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

All Council Members, employees and contractors are responsible for:

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

Legislation

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

1.7 FREEMAN – GUIDELINES FOR APPOINTMENTS

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

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

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

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

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

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

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

Process of Nomination
The process of nominations will be as follows:

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

Entitlements

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

Limitations

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

1.8 COMMUNITY RECOGNITION

Policy Owner: Governance and Compliance
Person Responsible: Executive Support Officer
Date of Approval: **15 October 2024**
Amended:

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

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

Life Membership Recognition

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

Recognition of Milestone Birthdays and Anniversaries

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

1.9 COMMON SEAL USAGE POLICY

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

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

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

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

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

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

Dated: _____

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

_____
Name of Shire President
Shire President

_____
Name of Chief Executive Officer
Chief Executive Officer

2 COUNCIL/ELECTED MEMBERS

2.1 INVITATION TO END OF YEAR FUNCTION

Policy Owner: Governance and Compliance
Person Responsible: Executive Support Officer
Date of Approval: **20 November 1996**
Amended: **16 October 2018, 21 October 2025**

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

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

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

2.2 DRESS STANDARD

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

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

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

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

2.3 MONTHLY ORDINARY COUNCIL MEETINGS AND COUNCILLOR DISCUSSION PERIOD

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

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

Definitions:

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

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

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

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

Policy:

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

2.4 ELECTED MEMBERS' FEES, ALLOWANCES AND BENEFITS

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

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

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

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

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

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

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

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

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

Policy:

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

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

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

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

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

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

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

Additional Authorised Training / Conferences
Elected Members are permitted to attend the following training opportunities without requiring further Council authorisation:

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

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

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

Expenses Related to Training and Conferences

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

Conference Attendance

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

WALGA Local Government Convention

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

Training Days

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

Training Register

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

Reporting Back on Attendance

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

Reimbursement of Expenses

- **Information Technology:** allowance is determined in the budget.
- **Child Care:** Section 5.98 of the *Local Government Act 1995* states Councillors with children are allowed to claim professional child care fees where meetings are scheduled that require their children to be put into child care
    - costs incurred to attend Council meetings are reimbursed at actual cost per hour or $25 per hour
    - Child carer can not be a close relative of the member, being for example husband, wife, grandparent
    - Reimbursements will only be paid on production of receipt of costs incurred including dates expenses were incurred

- **Travel Costs:**
    - For local travel, actual costs will be reimbursed.
    - For travel beyond 100 kilometres, costs are reimbursed from the outer boundary of an adjoining local government district.
    - For regional travel, actual costs are reimbursed.
    - Travel by privately owned or leased vehicles is reimbursed at rates specified in the *Local Government Officers' Interim Award 2011*

- **Other Costs:** Reimbursed upon presentation of sufficient evidence of the cost incurred, in accordance with the *Public Service Award 1992*.

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

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

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

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

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

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

Definitions
District: is defined as the Wheatbelt Region of Western Australia.
Elected Members: includes the Shire President and all Councillors.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pre-Approved Events

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

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

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

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

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

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

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

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

Considerations for approval of the event include:

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

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

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

Conference Registration, Bookings, Payment and Expenses
Shall be dealt with in avoidance with Council Policy:

- Elected Members Training, Professional Development and Expenses Policy

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

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

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

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

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

Legislation
Local Government Act 1995
- s 5.90A – requirement to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

- s 5.87A and 5.87B council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and
- are valued over $300; or
- are of a cumulative value that exceeds $300 where the gifts are received from the same donor in a 12-month period.

Local Government (Administration) Regulations 1996 –
- r.34B – required code of conduct contents about gifts to employees

Local Government (Rules of Conduct) Regulations 2007.

Department Circular No 11-2019 – New Gifts Framework

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

2.7 USE OF VEHICLE FOR COUNCIL RELATED BUSINESS

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

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

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

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

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

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **15 October 2024**
Amended: **21 October 2025**

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

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

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

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

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

16- 20yrs plus	Council sponsored reception (Elected Members, staff and partners as well as previous CEO's and elected members from neighbouring Councils).

The executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift.

Statutory context: *Local Government Act 1995 –*

s.5.60 – when a person has an interest
s.5.60A – financial interest
s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings
s.5.100A – gifts to elected members may only be made in prescribed circumstances

Local Government (Administration) Regulations 1996 – r.34AC – gifts to council members, when permitted etc.
(1) at least one 4 year term must be completed
(2) maximum gift of $100 per year of service to maximum of $1,000

2.9 CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **23 October 2023**
Amended:

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

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

Policy:

Definitions

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

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

Electronic Attendance at an In-Person Meeting

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

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

4. Where a request meets the following criteria, approval will not be unreasonably withheld:
   a) The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting.
   b) The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed; and
   c) The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means.

5. Records of requests and decisions about requests must be retained:
   a) Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Shire of Corrigin Record Keeping Plan and protocols established by the CEO; and
   b) Where Council makes the decision, the decision must be recorded in the minutes.

6. The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

Conducting a Meeting by Electronic Means

1. Ordinary meetings will primarily be held as in-person meetings.
2. Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:
   Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means.
3. Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means, subject to:
   a) The prescribed limitation is not exceeded on the number of electronic meetings allowed.

b) The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution.
c) The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
d) Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained. In the absence of such a declaration, a member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

4. Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
   a) published on the Local Government's Official webpage.
   b) provided in the Notice of Meeting/Agenda; and
   c) broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Participating in Meetings by Electronic Means

1. **Presiding at Meeting**
   Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President for the purpose of presiding at the meeting.

2. **Conduct**
   Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

3. **Meeting Procedures**
   Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

4. **External Parties Participating in Closed Meetings**
   Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Electronic Means

1. **Platform**
   The Shire of Corrigin utilises the Microsoft Teams or Zoom platform for electronic meetings. Alternative software will be considered for members that request an alternative when making a written request to join a meeting by electronic means.

2. **Equipment**
   Members attending meetings electronically must ensure they have access to a computer or laptop with a working microphone, camera and either speakers or a headset.

3. **Network**
   Members must also ensure they are using a suitable connection for electronic attendance. Suitable networks include a private home internet, either LAN or WIFI, or a mobile hotspot from a trusted personal mobile device. Public WIFI is not considered suitable.

4. **Location**
   Members must confirm the location from which they are attending from is safe, quiet, private, devoid from distractions, and where a meeting or part thereof is closed to the public, a place where confidentiality can be maintained.

3 FINANCE POLICIES

3.1 PURCHASING POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **20 February 2007**
Amended: **15 December 2016, 17 October 2017, 20 February 2018, 16 October 2018, 19 May 2020, 18 October 2022**

Objective: The Shire of Corrigin (the Shire) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the Regulations) Procurement processes and practices to be complied with are defined within this policy and the Shire's prescribed procurement procedures.

Policy: Ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire.
- are compliant with relevant legislations, including the Act and Regulations.
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness, and equity to all potential suppliers.
- ensure that the sustainable benefits, such as environmental, social, and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

1. **Ethics and Integrity**

1.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must always act in an honest and professional manner which supports the standing of the Shire.

1.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct.
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed; and

- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Value for Money

2.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers.
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. Purchasing Requirements

3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

3.2 Policy

Purchasing that is **$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.

Purchasing that **exceeds $250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is not deemed to be suitable.

3.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

3.3.1 Exclusive of Goods and Services Tax (GST).

3.3.2 The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3.3.3 Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

3.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to $1,000	Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire.
Over $1,000 and up to $5,000	Obtain at least one (1) oral or written quotation from a suitable supplier, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. • Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.
Over $5,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • from the open market. Or Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.

	Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Purchase Value Threshold	**Purchasing Requirement**
Over $50,000 and up to $250,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Emergency Purchases *(Within Budget)*	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.

	The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Corrigin Record Keeping Plan.
Emergency Purchases *No budget allocation available)*	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) *Local Government Act 1995*	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

3.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government.
- the purchase is acquired from an Australian Disability Enterprise and represents value for money.
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money.
- an emergency situation as defined by the *Local Government Act 1995*.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government.
- the purchase is under auction that has been authorised by Council.
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

3.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and

compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $250,000 or less in value, the Shire's tendering procedures must be followed in full.

3.8 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process (Functions and General Regulation 21) where the required supply evidence one or more of the following criteria:

a) Unable to sufficiently scope or specify the requirement.
b) There is significant variability for how the requirement may be met.
c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered.
d) Subject to a creative element; or
e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

3.9 Unique Nature of Supply / Sole Source of Supply

Where the purchasing requirement is over the value of $5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be referenced on the Purchase Order prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.10 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

3.11 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation, or imminent risk to public safety to protect or make safe property of infrastructure assets, as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

3.12 Contract Renewals, Extensions and Variations
Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy

A decision to approve a contract variation must be made by Council resolution, unless within the *Functions and General Regulations 20 and / or 21A* delegated authority of the CEO.

4. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable).
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5. Sustainable Procurement and Corporate Social Responsibility

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR).

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social

impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

6. Buy Local Policy

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e., servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within Council Policy 2.11 *Regional Price Preference*.

7. Exemptions

The following exemptions to the Purchasing Thresholds and Processes apply:

- Live Shows, Artistic Performances, Digital Movies: For the procurement of live shows, artistic performances, and digital movies a purchase order is required to be raised, however, only one quotation needs to be obtained due to there being only one supplier.
- Insurance (LGIS) brokers, utilities, and the like: For the procurement of Insurance (LGIS) brokerage and utilities normally only one supplier is available.
- Staff Corporate Uniforms: The staff corporate uniform is exempt from seeking quotations.
- All Freight: All freight is exempt from seeking quotations but where possible attain the best price for the best required freight service.
- Travel/Airfares: The procurement of airfares for travel purposes is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local travel suppliers if and when the pricing is comparable.
- Staff Housing (Leasing of Property): Leasing property for the purpose of providing staff housing is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local suppliers if and when the pricing is comparable, taking into consideration what housing is required to accommodate staff needs and what is available on the rental market at that time.
- Souvenirs and Tourism Merchandise For the procurement of souvenirs and tourism merchandise for on sale at the Shire office or Resource Centre, these items will be exempt from seeking quotations provided the quality of the merchandise is proven or known.
- Subscriptions

The list of individualised purchases from local suppliers below are exempt from quotations but purchases need to be alternated between those local suppliers in respect to each individualised purchase. Comparing price, quality and service factors must be taken into account; should purchase items be of the same quality and service, then the lowest priced local supplier should be engaged for the purchase:

- Newspapers, books, and periodical deliveries purchased locally for in-house provision and for the Shire are exempt from seeking quotations.
- Catering of Food Catering of food from local suppliers for in-house meetings (not external meetings or events) are exempt from seeking quotations.
- Catering of alcoholic and non-alcoholic drinks including milk and water from local suppliers for in-house provision and for Shire events/functions are exempt from seeking quotations.
- Stationery items

8. Purchasing From Disability Enterprises

Local Government (Functions and General) Regulations 1996 Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire of Corrigin will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the shire.

Where the Shire of Corrigin makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant business. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Corrigin Record Keeping Plan.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

9. Panels of Pre-Qualified Suppliers

9.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the value for money test.
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

9.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

9.3.1 Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or

9.3.2 Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

9.3.3 Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 0(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD (5) (f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the

Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

9.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

9.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created.
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- Request for Applications documentation.
- Copy of public advertisement inviting applications.
- Copies of applications received.
- Evaluation documentation, including clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

10. **Purchasing Policy Non Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Corrigin policies and procedures.

If non-compliance with; legislation, this Purchasing Policy, or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive Officer. A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

a) an opportunity for additional training to be provided.
b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
c) where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003.*

3.2 AUTHORISATION TO PURCHASE GOODS AND SERVICES

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **17 October 2017**
Amended: **16 October 2018, 18 October 2022, 23 October 2023, 16 December 2025**

Objective: To establish guidelines for the purchasing of goods and services by employees, ensure appropriate authorisation of liabilities and payments, and strengthen internal control measures including segregation of duties for high value purchases.

Policy: The CEO is permitted to issue orders and purchase all authorised expenditure on Council behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services included in the annual budget

Position	Amount
Deputy CEO	$50,000
Manager Works and Services	$50,000
Building Officer	$40,000
Pool Manager	$5,000
Leading Hand – Roads & Civil	$5,000
Leading Hand – Parks, Gardens & Town Maintenance	$5,000
Customer Service Officer (Shire Administration), Administration Officer, Executive Support Officer, Finance Administration Officer, Finance/HR Officer, Senior Finance Officer, Community Resource Centre Coordinator and Workplace Safety and Depot Administration Officer	$1,000

Purchase Orders
A purchase order is required for all expenditure over $100 and will only be raised for items within a budget.

The CEO or Deputy CEO may authorise expenditure without a purchase order for services that may include (but not limited) to the following: utilities, insurance premiums, subscription renewals, general service charges and the like.

Direct purchases using credit cards do not require a purchase order.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- General ledger code (request code from Finance Officer if not known).
- Date required by if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.

- Details of verbal or written quotations or tender.

Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Administration Officer.

Segregation of Duties For purchases exceeding $50,000 (including GST), and for minor plant, equipment or tyre purchases exceeding $1,000, the Ordering Officer and Authorising Officer must be different individuals.

- The Ordering Officer is responsible for checking and signing to confirm goods or services have been received and quantities match.
- The Authorising Officer must independently review, verify, and sign to confirm receipt before payment approval.

This requirement is in addition to existing purchasing and creditor procedures and forms part of the Shire's internal control framework to reduce the risk of error, fraud, or unauthorised expenditure.

3.3 REGIONAL PRICE PREFERENCE POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **21 June 2016**
Amended: **17 October 2017**

Objective: To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Corrigin (the 'Shire').

Legislative Requirements
This policy sets out the requirements that must be complied with by the Shire for the implementation and application of a regional price preference when purchasing goods and/or services through a tender process. The policy is compliant with the *Local Government (Functions and General) Regulations 1996,* as the relevant legislation.

Policy: A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire Region in relation to all tenders invited by the Shire for the supply of goods, services and construction (building) services, unless the tender document specifically states prior to advertising of the tender that this policy does not apply.
The regional price preference enables tenders to be evaluated as if the proposed tender bid price were reduced in accordance with permitted price preferences as specified below in this policy. This policy will operate in conjunction with the purchasing considerations and procedures for tenders as outlined in the Shire's 'Purchasing Policy' when evaluating and awarding tender contracts.

Qualifying Criteria
1. **Regional Tenderer**
A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

a) that supplier has been operating a business continuously out of premises in the Region for at least six months before the time after which further tenders cannot be submitted. This is further defined as follows and the supplier will be required to meet all of these criteria:

   i. the supplier to have a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located in the Region. This does not exclude suppliers whose registered business is located outside the Region but undertake the business from premises located in the Region;
   ii. the physical location of the business premises in the Region has been operating on an ongoing basis for more than six months prior to the closing date for the tender;
   iii. a business having permanent staff that are based at the business premises located in the Region;
   iv. management or delivery of the majority of the tendered outcomes will be carried out from the business premises located in the Region; and
   v. the business being registered or licensed in Western Australia; or

b) some or all of the goods or services are to be supplied from regional sources. Goods and/or services that form a part of a tender submitted may be wholly supplied from regional sources; or partly supplied from regional sources, and partly supplied from non-regional sources. Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when the regional price preference policy is in operation.

In order for the policy to apply, the tenderer is required to provide to the Shire written evidence within the tender submission which demonstrates compliance with the above criteria. Tenderers who claim that they will use goods, materials or services supplied from regional sources in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have actually used them.

2. **Regional Price Preference Categories**

The following levels of regional price preference will be applied (where relevant) to tenders received from a regional tenderer, as outlined above under this policy:

- **Where the contract is for goods and services:** Up to a 10% price preference (to a maximum price reduction of $50,000 excluding GST) where goods and services are sourced from within the Shire Region.
- **Where the contract is for construction (building) services:** Up to a 5% price preference (up to a maximum price reduction of $50,000 excluding GST) where construction (building) services are sourced from within the Shire Region.
- Where the contract is for goods or services (including construction (building) services), if the Shire is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire:

Up to 5% price preference (up to a maximum price reduction of $200,000 excluding GST) where goods or services (including construction (building) services) are sourced from within the Shire Region

3. **Competitive Purchasing**

Whilst price is a competitive consideration in the provision of goods and/or services via tender, it is only one aspect of the tender evaluation process. Value for money principles, as described within the Shire's 'Purchasing Policy', will be employed by assessing the price component in conjunction with the tender selection criteria and requirements in order to determine value for money. The tender offering the lowest price may not necessarily be successful.

4. **Terminology**

Construction (building) services: is defined as the construction of and improvement to buildings (including housing) on or over any area of land, lake, river or ocean and any services related to that activity in the Shire Region.

Goods**:** include tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

Region: for the purposes of this policy the Region is specified as the entire geographical area encompassed within the boundaries of the Shire of Corrigin.

Services: means any task, consultancy, work or advice to be performed or provided that is procured by the Shire. Included are services such as

management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

3.4 SIGNIFICANT ACCOUNTING POLICIES

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **21 April 2015**
Amended: **16 October 2018, 20 October 2020, 18 October 2022, 19 December 2023, 20 May 2025**

Objective: To establish financial management procedures that ensure full compliance with local government statutory requirements and accepted accounting policies, while providing clear direction for the preparation of financial transactions and reporting.

Policy:

The Local Government Reporting Entity.
In accordance with Australian Accounting Standards, for the purposes of budgets and financial reports, the reporting entity includes all activities of the Council and any other entities controlled by the Council.
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of the financial reports. All monies held in the Trust Fund are excluded from financial statements. A separate statement of those monies appears in the notes to the financial statements.

Basis of Preparation of the Annual Financial Report
The annual financial report for the Shire of Corrigin, which is a Class 4 local government is a general purpose financial report and has been prepared to comply with applicable Australian Accounting Standards (as they apply to local governments and not for profit entities) and disclosure requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The financial report has been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

Significant Accounting Policies
All significant accounting policies are included in the annual financial report and are updated and reviewed each year in accordance with applicable Australian Accounting Standards and the *Local Government (Financial Management) Regulations 1996.*

3.5 RUBBISH SERVICE CHARGE DISCOUNT

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **4 July 2007**
Amended: **21 April 2015**

Objective: To provide guidelines for the collection of rubbish charges and to delegate authority to the CEO to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the *Local Government Act 1995*.

Policy:

Rubbish Service Charge Discount

A 25% discount will be allowed on the Rubbish Service charge to Pensioner Concession holders who have registered and are eligible for a rebate on their rates under the *Rates and Charges (Rebates and Deferments) Act 1992*.

Where the eligible pensioner is co-owner with a non-pensioner the full discount will still be allowed and any person who becomes eligible during the rating year will be allowed a pro-rata discount.

3.6 CHARITABLE ORGANISATIONS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **21 April 2015**
Amended:

Objective: To ensure that organisations claiming an exemption from rates, particularly under the *Local Government Act 1995 Section 6.26 (2) (g)* are eligible.

Policy: Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

3.7 ANNUAL BUDGET PREPARATION

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

Objective: To provide clear direction to elected members, staff, and community members on the adoption of the Annual Budget, in compliance with the *Local Government Act 1995*.

Policy: The decision to adopt the annual budget is an approval given by Council to the Chief Executive Officer (CEO) for all items of expenditure to be committed without further authorisation except:

a) Major projects requiring a resolution of Council approving a design or concept
b) Works subject to tenders that require Council approval in accordance with section 3.57 of the *Local Government Act 1995* and have not been delegated to the CEO under section 5.43(b) of the *Local Government Act 1995*.
c) Any other items specified by Council at the time of adopting the annual budget requiring the approval of the Council.

A compliant, accurate, and well forecast budget is critical to the success of the overall finances of the Shire.

The budget must be consistent with the requirements and principles of the WA Local Government Accounting Manual, the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards Board.

This policy establishes a structure for the formalisation, administration and management of the Council budget that satisfies statutory and Council requirements.

Budget Formalisation Principles
In setting budget priorities, the Council Plan (CP) provides the required guidance to staff along with the following principles:

- Financial indicators from the CP form the basis of the annual budget.
- Revenue from rates will be to a level that produces a balanced budget while achieving the priorities and expectations as outlined in the CP.
- Evaluation of initiatives outside of the CP will be based on sustainability, value for money and community needs.
- Formalisation of the annual budget will include the end of year current surplus/deficit estimate.
- Funding allocations for Financial Assistance Programs will be determined annually by Council, with funding caps applied where appropriate.

Key Components of the Annual Budget
There are several key components of the Shire's annual budget:

- Operating Revenue
- Operating Expenditure
- Capital Expenditure
- Cash Backed Reserves

Budget Considerations for Reserve Funds
The requirement for each reserve fund and associated target values will be assessed and net transfers to reserves will be managed in accordance with the LTFP's goal of achieving target values.

Form and Content of Budget and Working Papers
The budget will be produced and considered at a series of executive briefings and Councillor budget workshops. The statutory budget will be presented to Council in accordance with Part 3 of the *Local Government (Financial Management) Regulations 1996.*

Mid-Year Budget Review
The Shire will conduct a budget review between January and March of each financial year for the purpose of addressing budget variations during the first half of the year in line with Part 3 section 33A of the *Local Government (Financial Management) Regulations 1996.* The review will be presented to Council for consideration no later than the Ordinary Meeting of Council in March of the financial year.

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

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

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

January
- Review and prepare the application and advertisements for the Community Assistance Program with a closing date being the last Friday in April.
- Commence advertising of the Community Assistance Program to the community requesting submissions for the upcoming budget.

February
- DCEO to commence a review of the current budget

March
- CEO and DCEO to present the budget review to the Council at the Ordinary Meeting of Council.
- DCEO to set budget workshop dates and distribute to Council for comment and confirmation.
- Review of CP and identify community expectations for the relevant financial year.
- Commence a review of the fees and charges. Work towards listing all relevant statutory references and be aware of the requirements of section 6.17(1)(a) of the *Local Government Act 1995* with respect to demonstrating how the cost of the service equates to the fee or charge.
- Works Supervisor to carry out review of informing strategies 10 year plant replacement program and 10 year road program.
- Building Officer to carry out asset inspections and review informing strategy 10 year building program.

- Pool Manager to review informing strategy 10 year swimming pool program.
- Staff to commence preparation of the annual budget and rates brochure.

April

- Population of operating expenditure and income budget worksheets.
- Workshop informing strategies, LTFP and rates and rubbish models with Councillors.
- Building Officer to submit annual building maintenance budgets.
- Review all Financial Assistance Program guidelines and funding allocations (Community Assistance Program, Business Assistance Grant Program and CCTV Subsidy Partnership Program) and present any recommended changes to Council.

May

- Calculate asset disposals and review against informing strategy.
- Prepare salaries and wages budget worksheets in line with the Shire of Corrigin Enterprise Agreement and workshop with CEO, Manager of Works and Services and HR Officer.
- Commence preparation of the Capital Road and Project budget worksheets and workshop with CEO and Manager of Works and Services.
- Workshop revenue budget, asset disposal calculations, Community Assistance Program applications and Financial Assistance Program allocations (including Business Assistance Grant Program and CCTV Subsidy Partnership Program) with Councillors.
- All staff with information to go out with rate notices (excluding budget and rates brochure) to have it compiled, printed, and folded.

June

- Advise Community Assistance Program applicants of the status of the applications.
- Commence calculating depreciation and insurance budgets.
- Prepare elected member's remuneration budget.
- Commence review of carry forward surplus/deficit.
- Workshop operating expenditure, salaries and wages and capital expenditure with Councillors.

July

- Review borrowings budgets.
- Review annual material variance policy pursuant to regulation 34(5) of the *Local Government (Financial Management) Regulations 1996.*
- Finalise carry forward surplus/deficit
- Finalise fees and charges document
- Workshop the entire budget with Council.
- Prepare Statutory Budget document.
- Review Budget Adoption resolution pursuant to relevant legislation.
- Present statutory budget and fees and charges to Councillors at the Ordinary Meeting of Council.
- Raise rates billing and send out rate notices before 31 July of each year, preferably within 3 days of the budget adoption.
- Publish fees and charges on Council website.
- Publish and promote final statutory budget on Council website.

August

- Advise Community Assistance Program applicants of the budget outcome.
- Submit the statutory budget to the Department of Local Government, Sport and Cultural Industries in the prescribed manner within 30 days of adoption.
- Commence advertising and opening of the Business Assistance Grant Program and CCTV Subsidy Partnership Program, subject to available budget allocations.

3.8 ASSET ACCOUNTING CAPITALISATION AND DEPRECIATION THRESHOLDS

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval:	**18 August 2009**
Amended:	**21 April 2015, 16 October 2018, 20 October 2020, 20 May 2025, 16 June 2026**

Objective:

To provide a clear framework for the consistent reporting of the Shire's financial information to Council, in accordance with Australian Accounting Standards and the statutory requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996.*

This policy also establishes minimum capitalisation thresholds and standard depreciation practices for asset management.

Policy:

This policy provides guidance for the development and presentation of the following financial documents:

- Management Reports
- Annual Financial Report
- Annual Budget
- Long Term Financial Plan (LTFP)

It ensures the correct recognition of capital expenditure and the subsequent capitalisation, depreciation, revaluation, and disposal of assets, which directly affect the Shire of Corrigin's financial position.

This policy should be read in conjunction with:

- Policy 3.19 Portable and Attractive Assets
- Policy 3.20 Asset Disposal

Recognition of Non-Current Assets

In accordance with AASB 116, expenditure on non-current assets must meet the following criteria:

- The asset has physical substance (unless it is an intangible asset);
- The Shire has control over the asset;
- Future economic benefits or service potential are probable;
- The item is not held for sale and is expected to be used for more than 12 months;
- The cost can be measured reliably; and
- The value exceeds the Shire's capitalisation threshold.

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

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

Non-Current Assets Held for Sale

These are recognised in accordance with AASB 5 and measured at the lower of:

- Carrying amount, or
- Fair value less costs to sell.

Subsequent Measurement
Expenditure on a capitalised asset after its initial acquisition must be classified as either:

- Operating expenditure (maintenance), or
- Capital expenditure, if the following apply:
  1. The value exceeds the capitalisation threshold; and
  2. The works extend the asset's useful life by more than 12 months; or
  3. The works provide materially increased economic benefit or service potential.

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

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

Capitalisation Thresholds by Asset Class

Asset Class	Threshold
Land	$Nil
Buildings	$5,000
Plant and Equipment	$5,000
Furniture and Equipment	$5,000
Infrastructure – Roads	$5,000
Infrastructure – Drainage	$5,000
Infrastructure – Parks and Gardens	$5,000
Infrastructure – Footpaths	$5,000
Infrastructure – Other	$5,000

**Note: Airports may include components from various asset classes. Apply the relevant threshold to each component.*

Portable and Attractive Assets
Portable and attractive assets that fall below the capitalisation threshold must be recorded and managed in accordance with the Portable and Attractive Assets Policy.
Assets below the threshold that are considered portable and attractive must still be tracked and monitored, including:

- maintaining records for identification and management;
- undertaking an annual stocktake; and
- reporting and investigating any discrepancies.

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

Asset Classification – Renewal, Upgrade or New

All asset-related expenditure must be classified as:

- Renewal – extends the remaining useful life of an asset;
- Upgrade – increases the economic benefit or service potential;
- New – creates an asset not previously recognised.

Note: If expenditure replaces a part of an existing asset but does not increase useful life or benefit, it is classified as maintenance.

Measurement Basis
Assets are initially measured at cost.

Where assets are acquired at no cost or below fair value (e.g. contributed assets), they are recognised at fair value at the acquisition date.

Where no market exists:

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

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

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

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

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

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

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

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

Useful Life Guidelines by Asset Class
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful Life
Buildings	30 to 120 years
Furniture and Equipment	3 to 15 years
Plant and Equipment	2 to 25 years
- Heavy Vehicles	15 to 25 years
- Light Vehicles	2 to 7 years
Sealed Roads and Streets - Formation	Not depreciated
- Pavement	15 to 80 years
- Seal (Bituminous / Asphalt)	15 to 80 years
Gravel Roads - Formation	Not depreciated
- Gravel Sheet	15 to 80 years
Footpaths – Slab	30 to 40 years
Sewerage Piping	100 years
Water Supply and Drainage Systems	30 to 50 years
Infrastructure – Parks and Ovals	5 to 50 years
Infrastructure – Other	5 to 50 years

Non-Depreciable Assets

Assets that are **not** depreciable:

- Freehold and Vested Land;
- Road Sub-grade;
- Artworks and Art Collections.

Revaluation
Assets will be revalued to fair value in accordance with regulation 17A of the *Local Government (Financial Management) Regulations 1996*. Fair value is determined using AASB 13.

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

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

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

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

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

Internal Controls

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

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

3.9 FINANCIAL ASSISTANCE PROGRAMS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **16 June 2026**
Amended:

Objective: To provide an overarching framework for all financial assistance programs administered by the Shire of Corrigin, including community, business, and safety initiatives, ensuring transparency, accountability, and consistency across all programs.

Policy: The Shire of Corrigin provides a range of financial assistance programs to support community development, economic growth, and public safety. These programs are delivered through separate Council policies and guidelines which outline specific eligibility criteria, funding limits and assessment processes.

Funding amounts, limits and eligibility requirements vary between programs and are defined in the relevant program guidelines.

The Shire's financial assistance programs currently include:

- Community Assistance Program
- Business Assistance Grant Program
- CCTV Subsidy Partnership Program

Each program operates under its own guidelines and application process as approved by Council.

Applicants must meet the eligibility requirements outlined in the relevant program guidelines.

This policy should be read in conjunction with relevant Council policies and program guidelines, including the Community Assistance Program Policy.

All programs will be administered in accordance with the following principles:

- Transparency and accountability to the Corrigin community
- Fairness and equity to all applicants
- Alignment with the Shire of Corrigin Council Plan
- Responsible financial management within approved budget allocations

Applications will be assessed by the Shire Executive and determined by Council or under delegated authority, in accordance with the relevant program guidelines. Assessment criteria and processes are outlined in the relevant program guidelines.

Elected Members and staff involved in the assessment or approval process must disclose any conflicts of interest in accordance with the *Local Government Act 1995*, associated Regulations, and Council policies.

Funding for all programs is subject to the adoption of the Annual Budget and availability of funds within each program allocation.

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

All financial assistance programs will be reviewed annually as part of the budget process to ensure they remain aligned with community needs, Council priorities, and available resources.

Council may vary funding amounts, approve applications in part, or decline any application based on available funds and alignment with the Shire of Corrigin Council Plan and strategic priorities.

3.10 COMMUNITY ASSISTANCE PROGRAM

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

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

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

The program is designed to ensure the assessment process provides:

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

Types of Funding

1. **Community Donations**
   Community donations are small grants of up to $500.

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

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

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

   Each organisation may submit one application per financial year.

3. **Significant Event Sponsorship/Assistance**
   Significant event sponsorship/assistance provides funding of up to $10,000 per financial year to support major community events.

   Each organisation may submit one application per financial year.

Restrictions on Funding

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

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

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

- Significant Events — up to $15,000

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

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

Eligibility
To be eligible for assistance, applicants must be:

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

The following are not eligible:

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

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

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

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

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

Administration of Financial Assistance
Financial assistance approvals will be administered as follows:

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

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

Council's decision is final and no appeals process applies.
Applicants may only be successful in one funding round per financial year unless otherwise approved by Council.

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

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

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

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

Acquittal process and outcomes
Successful applicants must submit an acquittal within 30 days of project completion, including:

- receipts; and
- a project outcome report.

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

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

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

3.11 INVESTMENT OF FUNDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **17 August 2010**
Amended: **21 April 2015, 16 October 2018**

Objective: To invest the Shire of Corrigin surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

Policy:

Legislative Requirements
All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28 and Regulation 49
- Australian Accounting Standards

Delegation of Authority
Authority of the implementation of the Investment of Funds Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995.* The CEO may in turn delegate the day-to-day management of Council investments to the Deputy CEO and other Finance Officers subject to regular reviews.

Prudent Person Standard
The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

Approved Investments
Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper; and
- Bank negotiable Certificate of Deposits.

Investments may only be made with authorised institutions.
Definition of an "authorised institution" is as follows:
An authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

Prohibited Investments
Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

Risk Management Guidelines
Investments are restricted to bank and WA Treasury investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

Reporting and Review
A monthly report will be provided to Council in support of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage of exposure of total portfolio, maturity date and changes in market value, and enable the identification of the: –

- nature and location of all investments; and
- transactions related to each investment.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council behalf as at 30 June each year and reconciled to the Investment Register.

3.12 RATES – PROCEDURE FOR UNPAID RATES

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **31 March 1989**
Amended: **21 April 2015, 16 October 2018, 21 April 2020**

Objective: To provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

Policy: The Shire of Corrigin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*, and the Guidelines and Policy Procedures;
- have regard to individuals *Serious Hardship* and/or *Exceptional Hardship/Circumstances* relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the CEO to enter into a Negotiated Special Payment Arrangement, detailing their Serious Hardship and/or Exceptional Hardship/Circumstances to warrant consideration and leniency.

Definitions
In the administration of this policy, the following will apply:
Serious Hardship and/or Exceptional Hardship/Circumstances has no statutory definition in case law and will normally be at the discretion of the courts to decide if circumstances warrant leniency. However, many agencies use these terms when considering applications for leniency. In effect it can mean a level of hardship that will also impact on innocent parties.

Circumstances will vary in each situation, however there are common elements which can be considered by a statutory authority/local government. These can include (but not limited to) the following:

Serious Hardship: exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).
Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering Serious Hardship.

Financial Assets: there are several types of assets that are generally regarded as a normal and reasonable possession. A person is not expected to sell these to meet a payment. These assets include a motor vehicle and "tools of trade".

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

Exceptional Hardship/Circumstances: these cover any unusual or exceptional circumstances that do not qualify as *Serious Hardship*, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the CEO.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the CEO.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency such as a government direction to shut down or close a business due to the COVID-19 pandemic.

Negotiated Special Payment Arrangement (NSPA): A Negotiated Special Payment Arrangement is a non-legal (but binding) arrangement between the Debtor/Ratepayer and the Shire of Corrigin, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties.

Guidelines and Procedures

1. **Debt Recovery Process**
   The following process is to be followed for the recovery of rates and service charges. Legal proceedings will continue until outstanding rates and service charges are paid in full or otherwise determined by the CEO and/or the Council.

2. **Final Notice**
   - Where the rates remain outstanding fourteen (14) days after the due date shown on the Annual Rates Notice and the ratepayer has not elected to pay by the instalment option, a Final Notice shall be issued requesting payment in full within fourteen (14) days.
   - Eligible pensioners registered under the *Rates and Charges (Rebates and Deferments Act) 1992* are exempt as they are entitled to pay by the 30th June under the legislation.

3. **Notice of Intention to Summons (Demand Letter)**
   - Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purposes of issuing a Demand Letter (Notice of Intention to Summons).
   - The Demand Letter is to be issued within sixty (60) days of the expiry date on the Final Notice and must specify that the ratepayer has fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the Shire of Corrigin.
   - Failure to enter into an agreed payment arrangement will result in the debt being referred to a debt collection agency and a General Procedure Claim being issued without further notice.

4. **General Procedure Claim**
   - Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
   - Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
   - Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Manager Finance. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
   - The signed *Admission of Claim* must be returned to the Shire of Corrigin for the Negotiated Special Payment Arrangement to be accepted.
   - A person who is experiencing difficulty in making a payment, can apply to the Shire of Corrigin to make a Negotiated Special Payment Arrangement.
   - When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Corrigin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
   - Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
   - If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the CEO based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Corrigin is advised circumstances.
   - If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

5. **Non-Service of General Procedure Claim**
   - When a General Procedure Claim is unable to be served, the Bailiff may advise whether the property is a rental property or may provide an alternative address for the General Procedure Claim to be re-issued. In the case of a rental property, the Managing Agent will be contacted to ascertain the owner/s new residential address. If the Managing Agent is responsible for payment of rates, then a Rates Notice will be re-issued to the managing agent for payment in full within fourteen (14) days.
   - If a new address is supplied for the owner/s of the property, the address will be recorded and a Rates Notice re-issued for payment within fourteen (14) days. If payment is not received, the General Procedure Claim will be re-issued to the new address.
   - Where an owner resides in a property which cannot be accessed by the Bailiff or the property is vacant, a *skip trace* will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

6. **Property Sale and Seizure Order**
   - Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.
   - The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned *Nulla Bona* (no goods), then a land warrant will be issued.
   - If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

7. **Rates or Service Charges Recoverable in Court (Section 6.56)**
   - If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery, in a court of appropriate jurisdiction.
   - Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

8. **Seizure of Rent (Section 6.60)**

In cases where the owner of a leased or rented property on which rates outstanding cannot be located, or refuses to settle rates owed, a Notice will be served on the lessee under the provisions of the *Local Government Act 1995* - Section 6.60, requiring the lessee to pay to the Shire of Corrigin the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

9. **Sale of Land (Section 6.64)**

Where Rates and Service Charges are outstanding for a period of three (3) years or more, the Council may:
   - from time to time lease the land;
   - sell the land;
   - have the land transferred to the Shire of Corrigin;

- have the land transferred to the Crown; or
- sell the land as per the *Local Government Act 1995* - Section 6.64. Council approval will be obtained prior to the above course of action being undertaken.

The above action under Section 6.64 of the *Local Government Act 1995*, will be reported on a confidential basis to the Council, for approval.

Debts (Other Than Rates and Service Charges)
These Guidelines and Policy Procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.

Debt Management
It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service rendered to the debtor.

If the invoice is not paid by the due date then the following procedure will take place:
Recovery Procedure:

- A letter or Reminder Notice will be issued advising the debtor that if there exists a dispute or query to contact the Shire of Corrigin, otherwise payment is expected within fourteen (14) days of the issue date of the letter;
- If no response is received from the debtor, then following a review of the circumstances with the relevant Shire of Corrigin employees involved, a Demand Notice may be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

Application for Special Payment Arrangement: Persons experiencing difficulties in paying their debts by the specified date, can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off:

- Once all reasonable attempts to either locate the Debtor or to obtain payment have failed, or the cost of recovery exceeds the Debt amount the Finance Officer will submit a written request to the CEO for the invoice to be considered for write off.
- Approval will be sought from the CEO and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Debtors System.

Debt Raised in Error or Debt Adjustment: If a debt has been raised in error or requires an adjustment, then an explanation will be sought from the Finance Officer. Once this has been received, a credit note request will be raised which is to be authorised by both the Finance Officer and Deputy CEO, where applicable.

Other Action Which May be Taken: The following list of actions may also be instituted at the discretion of the CEO, against defaulting sundry Debtors, who do not respond to normal requests for payment:

- Issue a Letter of Demand;
- Commencement of Court proceedings to recover the outstanding monies;
- Rescinding any seasonal hall/reserve booking licence (if applicable);

- Refusing further hire of facilities, private works, etc.;
- Request “up-front” bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt;
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt; and
- Report to the Council to consider cancellation of a Lease Agreement (if applicable).

Interest on Overdue Monies

- Interest will be calculated on the total outstanding debt/rates once it has exceeded the due date. The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the *Local Government Act 1995*.
- Interest will cease to be charged on overdue rates while a Negotiated Special Payment Arrangement is maintained.
- Should the ratepayer default in the Negotiated Special Payment Arrangement, the waiving of the interest will cease and interest, will be calculated from the date that the rates, or debt default occurred within the Negotiated Special Payment Arrangement.

Application for Negotiated Special Payment Arrangements

- Applicants are required to make a written request for a Special Payment Arrangement.
- Following an assessment by the Finance Officer, the Application will be referred to the Deputy CEO for approval.
- In the event of an Applicant being dissatisfied with the decision of the Finance Officer/Deputy CEO, they have rights for a review by the CEO.

Delegated Authority

The CEO will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council Delegated Authority Register.

3.13 FINANCIAL HARDSHIP POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: To give effect to the Shire of Corrigin commitment to support those in need in our community to meet financial challenges if they arise.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to community members suffering hardship, while treating all members of the community with respect and understanding during financial hardship.

Policy: This Policy applies to all community members experiencing financial hardship and is applicable to outstanding rates and service charges as at the date of adoption of this Policy and as subsequently levied.

Serious Hardship exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).

Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering Serious Hardship.

The provisions of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Rates and Charges (Rebates and Deferments) Act 1992* apply.

Payment difficulties, hardship, and vulnerability
Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or sundry debt.

Financial hardship occurs where a person is unable to pay a debt without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Corrigin recognises that people in our community may be experiencing payment difficulties, financial hardship, and vulnerability.

Anticipated Financial Hardship
We recognise that some community members may experience financial hardship and we respect and anticipate the probability that additional financial difficulties will arise when rates notices or invoices are received.

We will write to community members at the time their rating account falls into arrears, to advise them of the terms of this policy and encourage eligible community members to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria
While evidence of financial hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment

- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

community members are encouraged to provide information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Exceptional Hardship/Circumstances
These cover any unusual or exceptional circumstances that do not qualify as Serious Hardship, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the CEO.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the CEO.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency such as a government direction to shut down or close a business due to a pandemic.

Payment Agreements
Payment arrangements may be made in accordance with Section 6.49 of the *Local Government Act 1995* and are to include an agreed payment frequency and amount. Rates financial hardship, payment plan applications will be considered in context of:

- The community member has made genuine effort to meet rate and service charge obligations in the past.
- The payment plan will clear the debt within an agreed end date that is realistic and achievable.
- The community member is responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment plan.

Interest Charges
In the case of severe financial hardship, the Shire may consider writing off interest accrued on rates and service charge debts.

Pension / Concession / Seniors Cardholders and Rates
Persons who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card may be eligible to claim a Rate Rebate, Emergency Services Levy Rebate or Deferment of Rates.

Ratepayers who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card and who are experiencing financial hardship may also apply for consideration under this policy.

Deferment of rates may apply for Ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Rates and Service Charge Debt Recovery
We will suspend our debt recovery processes whilst negotiating a suitable rates and service charge payment arrangement with the community member.

Where a community member is unable to make payments in accordance with the agreed payment arrangement and the community member advises the Shire and makes an alternative arrangement before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a community member has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July of the current financial year, we will offer the community member one further opportunity of adhering to a payment plan that will clear the total debt by the end of the next financial year.

Rates and service charge debts that remain outstanding at the end of that next financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review
We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality
The Shire will always maintain confidentiality about any financial hardship matter, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise community members of this policy and its application, when communicating in any format (i.e. verbal or written) with a community member that has an outstanding rates or service charge debt.

We recognise that applicants for financial hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communications and will communicate in alternative

formats where appropriate. We will ensure all communication with applicants is clear and respectful.

3.14 DEBT COLLECTION

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Office - Rates
Date of Approval:	**19 July 2016**
Amended:	**16 October 2018, 21 April 2020**

Objective: The purpose of this policy is to provide guidance to Council in determining efficient, effective and economical procedures for debt collection.

This is achieved through manageable and efficient control over overdue accounts by closely monitoring aged accounts in an attempt to reduce the likely occurrence of unrecoverable debts and to ensure consistency for all debt collection activities.

Policy:

Debt Management

Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing

A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non-payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

- A Statement will be sent at the end of the month advising the debtor that the account is due for payment.
- If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Corrigin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.
- If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement
Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off
Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off.

Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment
In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken
The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- Rescind any seasonal hall/reserve booking licence (if applicable).
- Refuse further hire of facilities, private works, etc.
- Request up-front bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt.
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt.
- Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).
- Commencement of Court proceedings to recover the outstanding monies.

3.15 CORPORATE CREDIT CARDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **19 June 2012**
Amended: **21 April 2015, 17 October 2017, 19 June 2018, 16 October 2018, 20 October 2020**

Objective:

To establish guidelines for the use of the Shire of Corrigin credit cards and the responsibilities of cardholders using the credit cards.

The policy ensures that the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the shire.

Policy:

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.
- Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulation* 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Authority for the Use of Corporate Credit Cards

Shire of Corrigin credit cards may be issued to the following Shire of Corrigin employees, with credit card limits as described.

Officer	Credit Card Limit
CEO	$10,000
Deputy CEO	$5,000
Manager Works and Services	$5,000

Approval for additional credit card holders and any change to credit card limits must be approved by Council.

The *Local Government Act 1995* does not allow for the issue of credit cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member.
An agreement between the cardholder and the Shire of Corrigin is to be signed which sets out the cardholder's responsibilities, legal obligations and action to be taken in the event that the cardholder fails to comply with procedures.

A register is to be kept of all current cardholders which includes card number, expiry date of credit card, credit card limit and details of goods and services the cardholder has authority to purchase.

All new and existing cardholders are to be provided with a copy of this policy relating to the use of credit cards on an annual basis.

Purchases and Use of Corporate Credit Cards
The shire's credit cards shall only be used for purchase of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash.
A compliant tax invoice/receipt must be provided for all purchases (irrespective of whether it has been purchased by facsimile, over the telephone or on the internet). The tax invoice/receipt and purchase order are to be forwarded to the responsible Finance Officer as soon as received. Credit card purchases will be checked and processed in accordance with normal accounts authorisation and payment processes. Credit card statements are to be reviewed and reconciled by the Manager Finance monthly.

For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Corrigin staff.

Card Lost or Stolen
Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity the cardholder is to notify the CEO, Deputy CEO or Manager Finance so that the cancellation of the card can be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

Misuse of Corporate Credit Cards
Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the CEO which may result in the withdrawal of the card and/or disciplinary action. Cardholders that do not follow any component of this policy may also have their credit card cancelled and may be subject to disciplinary action.

Recovery of Unauthorised Expenditure
Unauthorised expenditure and expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the cardholder's salary.

Rewards/Bonus Points
Where the credit cards carry rewards or bonus points, these points will be accumulated in the name of the Shire of Corrigin. The CEO will decide how these points are to be utilised. Under no circumstances are reward or bonus points to be redeemed for a cardholder's private benefit.

Return of Cards
In the event that a cardholder's employment ceases with the Shire of Corrigin, takes an extended period of leave, or moves to a position which does not require the use of a credit card the credit card is to be handed to the Manager Finance for cancellation of the corporate card account and destruction of card. Credit cards are not to be transferred to other users.

Credit Card Reporting
A report is provided to Council on a monthly basis that addresses (but not limited to) an independent assessment undertaken by the Deputy CEO along with a copy of the credit card statement.

Payments

- The monthly credit card statement is paid via a direct debit on or before the due date.
- All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.
- The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the CEO.
- The CEO will authorise and sign the DCEO & MWS credit card statement and the DCEO will authorise and sign the CEO credit card statement.

Finance Officer Responsibilities
The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the CEO.
- Maintain a register of all cardholders.
- Provide cardholders with the credit card policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement on receipt of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

Cardholders Responsibilities and Obligations
Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the credit card policy and procedures and purchasing policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

3.16 TRANSACTION CARD POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: To provide the Executive Management Team with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

Policy: This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

Definitions
Cardholder: means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

Transaction Card: means a card facility (which may include credit, store, parking, cab-charge, and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Corrigin business activities only in accordance with relevant Shire of Corrigin Policies.

Management Oversight and Reporting

1. **Legislation**

1.1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.

1.2 The *Local Government (Financial Management) Regulations 1996* prescribe:
- a) Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- b) Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

2. **Determining When Transaction Card Facilities are Appropriate**

2.1 Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Corrigin operations by ensuring:
- a) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Corrigin;
- b) financial management and accounting standards are met; and
- c) purchasing and payment functions are secure, efficient, and effective.

2.2 Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:

a) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Corrigin to sufficiently administer the facility; and
b) provide the Shire of Corrigin with protection and indemnification from fraudulent unauthorised transactions.

3. **Management Oversight**

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

a) Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Corrigin;
b) Authorisation and appointment of suitably eligible Cardholders;
c) Cardholder duties and responsibilities are documented and Cardholders provided with training; and
d) Monitoring and auditing of Transactional Card activities is planned and reported.

4. **Reporting**

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

5. **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

6. **Principles for Transaction Card Usage**

6.1 Allowable Transactions

6.1.1 Transaction Card facilities may only be used where:

a) The expenditure is directly arising from a Shire of Corrigin operational business activity for which there is an Annual Budget provision;
b) The expenditure is in accordance with legislation, the Shire of Corrigin Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
c) The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
d) Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
e) Hospitality expenditure may only occur when it is in accordance with the Shire of Corrigin Hospitality Policy or is undertaken with the express written permission of the CEO.
f) Official travel, accommodation and related expenses may only occur in accordance with Shire of Corrigin policies and procedures;
g) Accounts payable payments are made under the direction of the Manager Finance;
h) A sufficient record of each transaction is obtained and retained in the local government record.

6.1.2 Allowable transaction modes include:

a) In-person and over the counter retail purchases;
b) Telephone or facsimile purchasing;
c) Mail order purchasing and subscriptions;
d) Internet purchasing.

6.2 Prohibited Transactions

6.2.1 The Shire of Corrigin prohibits the use of Transaction Card facilities for:

a) Cash advances;
b) Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
c) Making deposits onto the Card, whether to offset misuse or otherwise;
d) Incurring Capital expenditure;
e) Incurring expenditure for goods or services which are subject to a current supplier contract;
f) Incurring expenses which are not in accordance with legislation, the Shire of Corrigin Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
g) Expenses for which another Transaction Card is the approved facility (i.e. the Corporate Credit Card is not to be used for purchasing fuel or oil, as the Fuel Card is the approved facility for that purpose);
h) Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
i) Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

6.2.2 For clarity, Elected Members are prohibited from using Shire of Corrigin Transaction Cards as the Local Government Act 1995 does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

6.3 Cardholder duty of care and responsible use obligations

6.3.1 A Cardholder is required to:

a) Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
b) Only use the Transaction Card for allowable purposes and not for prohibited purposes.
c) Obtain, create, and retain Local Government records that evidence transactions.
d) Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
e) Return the Transaction Card to the Shire of Corrigin before termination of employment, inclusive of reconciliation records.
f) Reimburse the Shire of Corrigin the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.

6.3.2 Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Corrigin and may

only be used for Shire of Corrigin business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Corrigin. Under no circumstances may such benefits be retained as a personal benefit.

6.4 Transaction evidence

6.4.1 A sufficient transaction record must include the following minimum information:

a) Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;

b) Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

6.4.2 Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

a) the number of persons entertained;

b) the names of any employees in that number; and

c) the purpose of providing the entertainment or hospitality.

3.17 MOTOR VEHICLE REPLACEMENT

Policy Owner: Corporate Services
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer
Date of Approval: **17 November 2009**
Amended: **17 October 2017, 23 October 2023**

Objective: To facilitate better understanding and minimise the whole of life costs for the Shire of Corrigin light vehicle fleet.

Policy: Fleet cycle costs vary regularly due to a variety of factors including fuel costs, used vehicle prices, and market and industry trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost effective outcome at all times as part of the development of annual budgets and long term financial plan including the plant replacement program.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle type to minimise the whole of life costs to the Shire. This information will provide the basis of decision making as to when optimum replacement/changeover of light vehicles is deemed appropriate as market industry trends vary.

Vehicle changeover cycles will then be determined by Council through consultation between the CEO and the Deputy CEO after consideration of prevailing market conditions. Changeover will generally occur between one and six years or 50,000 to 100,000km. At all times, the net cost to Council will be the primary consideration in order to minimise change over costs.

The Policy will not override any relevant contractual arrangements with staff.

3.18 PETTY CASH POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: **16 October 2018**
Amended:

Objective: Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Corrigin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy: The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed $500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over $50 including GST must include a tax invoice.
- Petty cash claims under $50 including GST must include one of the following:
  - a tax invoice
  - a cash register docket
  - a receipt
  - an invoice.
  - the name and ABN of the supplier, the date of purchase, and a description of the items purchased, and the amount paid.

- Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:
  - Date of the transaction
  - GL or job number
  - Description of the purchase
  - Amount reimbursed to employee
  - Signature of the employee reimbursed

- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.
- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding $100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- Date of transaction
- Name of supplier
- Amount including GST
- GST Amount
- Details of the transaction
- GL/Job allocation
- Balance of petty cash remaining

Regulation 11 of the *Local Government (Financial Management) Regulations 1996* states:

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and

(b) petty cash systems.

3.19 PORTABLE AND ATTRACTIVE ASSETS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **20 July 2021**
Amended: **16 June 2026**

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

Policy:

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

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

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

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

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

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

The register should, where applicable, include:

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

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

Assets should be clearly identified or tagged where practical.

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

- allocation of responsibility to a designated officer;
- secure storage where appropriate;
- asset identification and tagging where practical;
- documentation of asset movement between users or locations; and
- separation of responsibilities where feasible.

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

Any discrepancies identified during stocktakes must be:

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

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

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

All incidents must be:

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

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

Disposal
Portable and attractive assets must be disposed of in accordance with the Shire's Asset Disposal Policy and delegations.

All disposals must be recorded in the register in a timely manner to ensure records remain accurate and complete.

Responsibility
The Deputy Chief Executive Officer is responsible for the overall administration of this policy.

Relevant key staff are responsible for:

- maintaining records of portable and attractive assets within their areas of responsibility;
- assisting with and participating in stocktakes of assets within their work areas;
- monitoring the usage and condition of assets; and
- ensuring compliance with this policy.

All Employees are responsible for:

- the appropriate use and care of assets assigned to them; and
- reporting any loss, theft or damage as soon as practicable.

3.20 ASSET DISPOSAL

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

Objective: To establish protocols for the disposal of assets owned by the Shire of Corrigin in accordance with section 3.58 of the *Local Government Act 1995*, ensuring the best possible financial, environmental and community outcomes while maintaining transparency, accountability and appropriate internal control.

Policy: The following principles apply to the disposal of assets:

1. Asset disposal decisions, including the reasons for such actions, are to be recorded in the Shire's asset registers and associated accounting records.
2. Asset disposals must be recorded in a timely manner to ensure asset registers and accounting records remain accurate, complete and up to date.
3. Asset disposal records must be reconciled with the asset register and accounting records to ensure completeness and accuracy.
4. The financial outcome of asset disposals will be influenced by market conditions.
5. Disposal of assets by private treaty must demonstrate that the most beneficial outcome was achieved.
6. Assets approved to be written off are to be removed from the asset register at their written down value at the date of write-off.
7. Environmental considerations must be taken into account where assets are disposed of to landfill, in accordance with the *Environmental Protection Act 1986* and relevant waste classification guidelines.
8. Appropriate documentation must be retained to support all asset disposal decisions, including approvals, valuation considerations and disposal outcomes.

Section 3.58 of the *Local Government (Functions and General) Regulations 1996* establishes the methods by which local governments may dispose of assets. These methods are to be followed by Shire staff in accordance with this policy.

Responsibility for Disposal

- Vehicles shall be either traded in against a replacement vehicle as part of a public tender process or disposed of by public auction.
- Heavy plant shall be either traded in against a replacement item of plant through a public tender process or sold by public auction. The Manager of Works and Services is responsible for heavy plant disposals in accordance with this policy.
- Minor plant items are to be disposed of in accordance with this policy and are the responsibility of the Manager of Works and Services.
- Land is to be disposed of in accordance with this policy and is the responsibility of the Chief Executive Officer.
- Buildings are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Furniture and equipment are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.

- Infrastructure assets are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Information technology assets are to be disposed of in accordance with this policy and are the responsibility of the Deputy Chief Executive Officer.
- Artwork assets within the Shire of Corrigin are the responsibility of Council and must be disposed of in accordance with this policy.

Authority to Dispose of Property
Assets to be disposed of must be included in the Annual Budget or approved by a resolution of Council, unless the disposal falls under a condition outlined in the relevant delegation.

Asset disposals must be undertaken in accordance with established internal controls, including appropriate authorisation, segregation of duties and documentation to support the disposal decision.

Reasons for disposal
Assets may be disposed of where they:
a) have reached their pre-determined economic life;
b) are no longer required due to changes in functionality or usage;
c) have reached the end of their useful life based on condition assessment;
d) no longer comply with workplace health and safety standards;
e) are environmentally unviable, subject to risk assessment;
f) are beyond repair or no longer operable;
g) are unable to provide an acceptable level of service; or
h) are stolen, lost or damaged.

Methods of Disposal
The disposal method must comply with section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature and condition of the asset.

Approved methods include:
a) Trade-in – as part of an asset replacement program.
b) Public Tender – in accordance with legislative advertising requirements.
c) Auction – conducted by a licensed auctioneer in accordance with relevant requirements.
d) Destruction or Landfill – where items have no commercial value.
e) Donation or contribution – as approved by Council.
f) Other means – as resolved by Council.

Disposal of Information and Communication Technology
All ICT equipment must undergo appropriate data sanitisation prior to disposal to ensure that all data is permanently removed and cannot be recovered.

Data sanitisation may include:
- secure data wiping using approved software; or
- physical destruction of data storage devices where required.

Where required, internal storage components may be removed and sanitised by the Shire's ICT support provider.

The responsible officer must ensure that:

- all ICT assets are sanitised prior to disposal;
- a record of data sanitisation is maintained as part of disposal documentation; and
- disposal does not compromise the confidentiality, integrity or availability of information.

Following sanitisation, ICT equipment may be:

- disposed of through approved methods;
- made available for sale; or
- donated for community use,

provided the equipment is in suitable working condition and restored to a standard operating state where appropriate.

Where ICT equipment is not suitable for reuse, it is to be physically destroyed or disposed of in accordance with relevant environmental and e-waste guidelines.

Roles and Responsibilities

Chief Executive Officer

a) The CEO is the custodian of the Shire's assets and has delegated authority to approve disposal of property as outlined in the Delegations Register.
b) The CEO is responsible for ensuring compliance with this policy and relevant legislation.

Deputy Chief Executive Officer and Manager of Works and Services

a) The DCEO and Manager of Works and Services have delegated authority to approve disposal of property in accordance with the Delegations Register.
b) They are responsible for ensuring that all disposals are carried out in accordance with this policy and that appropriate controls, documentation and records are maintained.

4 RISK MANAGEMENT AND WORKPLACE POLICIES

4.1 RISK MANAGEMENT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **21 October 2014**
Amended: **21 April 2015, 16 June 2020**

Objective: The Shire of Corrigin (the Shire's) intention to identify risks before they occur so that impacts can be minimised or opportunities realised, ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Policy: It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management - Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

Definitions

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflects risk versus return within the Shire's risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.

Risk Assessment and Acceptance Criteria
The Shire has quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities
Councils role is to:

- Review and approve the Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Establish and maintain an Audit and Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for the:

- Implementation of this Policy.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least every 18 months, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

Monitor and Review
The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Shire's Management Team and employees. It will be formally reviewed by Council biennially by the Audit and Risk Management Committee.

4.2 HEALTH SAFETY AND ENVIRONMENT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **18 November 2014**
Amended: **21 April 2015, 17 October 2017, 15 October 2019**

Objective: The Shire of Corrigin Council and Executive is committed to, as far as is practicable, maintaining a working environment where persons at the workplace are not exposed to hazards.

Policy: The Shire of Corrigin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Corrigin. The Shire understands and acknowledges specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Corrigin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Corrigin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

4.3 WORKPLACE BEHAVIOUR POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: **21 April 2015**
Amended: **15 October 2019**

Objective:

The Shire of Corrigin is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. The Shire believes that in providing such a workplace it will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Corrigin prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to their Manager, Supervisor, or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

Scope and Responsibilities:

The policy applies to any person involved in the Shire of Corrigin, including all elected members, employees, potential employees, contractors, volunteers and visitors. All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Corrigin Code of Conduct, policies and procedures and builds on a positive workplace culture. All elected members and employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.

This policy applies to all activities during the course of work within the Shire of Corrigin including:

- In the workplace, including work outside normal working hours;
- During work activities, including dealing with members of the public; and
- At work related events, including conferences and social functions outside work premises.

Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand Council policies and procedures. They must also take all reasonable steps to ensure that the workplace is free from unacceptable behaviour.

Policy:

Discrimination

Discrimination is treating a person less favourably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

Indirect discrimination occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

Unacceptable grounds or attributes of discrimination
Discrimination based on any of the following grounds or attributes is unacceptable:

- Age
- Family responsibility
- Family status
- Gender
- Gender history
- Disability or impairment
- Marital status
- Political conviction
- Pregnancy
- Race
- Religious conviction
- Sexual orientation
- Spent conviction
- Personal association: In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds.

Examples of Discriminatory Behaviour
Discrimination may involve:

- Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like.
- Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory.
- Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'.
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance.
- Using stereotypes or assumptions when making decisions about a person's career.

Exceptions
In some situations the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate against a person with disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

Responsibilities
Liability of people involved in unlawful acts
A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the *WA Equal Opportunity Act 1984* shall be considered to have done the act themselves.

Vicarious liability
When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act unless the employer can demonstrate that they

have taken all reasonable steps to prevent the employee/agent from acting unlawfully.

Refer to the WA Equal Opportunity Act 1984 for more information.

Sexual harassment
A person sexually harasses another person if they:

- Make an 'unwelcome sexual advance'.
- Make an 'unwelcome request for sexual favours'.
- Engage in other 'unwelcome conduct of a sexual nature'.
  and the behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.

'Conduct of a sexual nature' can take many forms including, but not limited to:

- Unwelcome physical touching, hugging or kissing.
- Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person.
- Making any gesture, action or comment of a sexual nature.
- Staring or leering at someone, or at parts of their body.
- Suggestive comments or jokes.
- Insults or taunts based on sex.
- Sexually explicit pictures, e-mails or text messages.
- Intrusive questions about an employee's private life or body.

Motive or intention is irrelevant
Sexual harassment is unwelcome, uninvited behaviour which is offensive from the viewpoint of the person being harassed. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

Examples of sexual harassment
Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including either one-off incidents or a series of incidents. It also includes workplace behaviour or behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours. Depending on the circumstances, other examples of sexual harassment include:

- Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desks.
- Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts.
- Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- Leering or staring at a person's body.
- Inappropriate 'humour' such as smutty or sexist jokes or comments.
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.
- Repeatedly asking someone out, especially after prior refusal.
- Intrusive inquiries into a person's private life or in reference to a person's sexuality.

Behaviour can breach this policy even if it is not unlawful
The Shire of Corrigin may decide that behaviour breaches this policy even if a complaint has not been raised. For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender. This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

Alcohol and functions
Everyone who works for the Shire of Corrigin is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

Bullying
Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety.
Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.
Bullying breaches this policy and also the Shire of Corrigin Health, Safety and Environment policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

Examples of bullying
Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.
There are two main types of bullying behaviour, overt and covert.

Examples of **overt** bullying include:

- Abusive, insulting or offensive language.
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming.
- Inappropriate comments about a person's appearance, lifestyle, or their family.
- Teasing or regularly making someone the brunt of pranks or practical jokes.
- Interfering with a person's personal effects or work equipment.
- Harmful or offensive initiation practices.
- Isolation of workers from others.
- Physical assault or threats.

Covert behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:

- Overloading a person with work or not providing enough work.
- Setting timelines that are difficult to achieve or constantly changing deadlines.
- Constantly setting tasks that are below or beyond a person's skill level.
- Ignoring or isolating a person.
- Deliberately denying access to information, consultation or resources.
- Unfair treatment in relation to accessing workplace entitlements such as leave or training.

What bullying does not include
Bullying does not include:

- Genuine and reasonable disciplinary procedures.
- Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behaviour. For example, objective comments which indicate observable performance deficiencies.
- Directing and controlling how work is done (a fundamental right of all employers)

Victimisation
Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue. The complaint need not actually have been made; it is sufficient that the original issue could have been raised as discrimination, harassment or bullying complaint, or that an individual:

- Intends to make a complaint.
- Makes a complaint.
- Intends to provide information as a witness.
- Provides information as a witness.
- Supports an individual who intends to make a complaint.
- Supports an individual who has made a complaint.
- Is believed to have done any of the above.

Victimisation also applies to anyone giving evidence about a complaint.

What is a detriment?
A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.

Our approach
The Shire of Corrigin does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

If someone raises a complaint with you about your behaviour
If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with the CEO or your Manager or Supervisor.

4.4 EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY & INCLUSION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: **15 August 2006**
Amended: **21 April 2015, 15 October 2019, 23 October 2023**

Objective: To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

Policy:

a) The Shire will recognise its legal obligations under the WA *Equal Opportunity Act 1984* and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
b) The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
c) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Corrigin.
d) All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
e) All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
f) All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
g) The Shire shall not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
h) The Shire of Corrigin encourages the use of gender-neutral language. This includes utilising the correct modern use of pronouns, such as using "they/them" or none at all. Such as "Mary Smith", when the gender preference is unknown or using preferred pronouns when provided by individuals. Employees are expected to respect and adhere to these communication practices in all written and verbal interactions with colleagues, clients, residents, and ratepayers.

Grievance
The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the CEO.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

To be read in conjunction with the Shire of Corrigin Workforce Plan 2021/22 – 2024/25 – adopted 16 September 2021, Council Resolution 141/2021

4.5 EMPLOYEE HEALTH AND WELLBEING SUPPORT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 October 2020**
Amended: **18 October 2022**

Objective: To ensure that employees have an opportunity to access a range of health and wellbeing support services and programs to show commitment to:

- Improving the health and wellbeing of employees.
- Promote awareness of key health issues.
- Promote and encourage participation in workplace health and wellbeing activities.
- Encourage employees to provide input into health and wellbeing activities.

Policy: The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers compensation claims.

Employee Support Services
The Shire of Corrigin provides a range of opportunities and support services to assist employees to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee's safety.

The Shire of Corrigin offers all employees access to the following services provided by Local Government Insurance Service (LGIS) Health and Wellbeing Program including:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- COVID-19 vaccinations

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding and work arrangements.

Counselling and Support Service.
Employees are able to access free and confidential counselling sessions over the telephone or face to face. The LGIS Counselling Service is generally a short term service and employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

Employee Health and Wellbeing Incentives
In order to encourage fitness and general wellbeing all permanent full time and part time employees are offered **one** of the following incentives to a maximum value of $250 per financial year:

- Season pass for individual or family (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.
- Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.

Conditions
The following conditions apply to the incentives

- These incentives apply to all permanent full time and part time employees of the Shire of Corrigin.
- Not to be used for the purchase of clothes, shoes or equipment.
- Not to be used for social or non-playing membership fees.
- Applies to individual employees and immediate family only including: dependent children under 16 and excluding siblings, grandchildren or parents.

Roles and Responsibilities
Employees are encouraged to:

- Support and contribute to the Shire of Corrigin aim of providing a safe, healthy and supportive environment for all employees.
- Seek clarification from management if required.
- Support fellow workers in their awareness of this policy.
- Actively support and contribute to the implementation of health and wellbeing support services and programs.

Communication Monitoring and Review
The Shire of Corrigin will ensure that:

- All employees receive information about the range of health and wellbeing support services offered by the Shire of Corrigin during the induction process.
- This policy is easily accessible by all employees and are provided with notification of any changes to the policy.
- Employees are encourage to actively contribute and provide feedback to this policy.
- The effectiveness of the policy will be assessed through feedback from employees.
- The policy will be reviewed by management and the Occupational Health and Safety Committee to determine if objectives are being met.

4.6 LEGISLATIVE COMPLIANCE

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended: **20 October 2020**

Objective: To outline the obligations of Councillors and Staff to ensure that all legislative compliance is met.

Policy: A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.
The Shire of Corrigin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the *Local Government Act 1995.*

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

2. The processes and structures will aim to:
   a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
   b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
   c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
   d) Provide people with the resources to identify and remain up-to-date with new legislation.
   e) Establish a mechanism for reporting non-compliance.
   f) Review accidents, incidents and other situations where there may have been non-compliance.
   g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

3. Roles and Responsibilities
   a) Elected members and committee members – Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
   b) Senior management – Senior management should ensure that directions relating to compliance are clear and unequivocal and that

legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

c) Employees – Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

d) Employees shall report through their supervisors to Senior Management any areas of non- compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

a) Identifying Current Legislation – The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au.

b) Identifying New or Amended Legislation –

i. Western Australian Government Gazette
The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

ii. Department of Local Government, Sporting and Cultural Industries –
The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the CEO and relevant Shire officers for implementation.

iii. Department of Planning, Lands and Heritage (DPLH) –
The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through relevant Shire officers or contractors for implementation.

iv. Western Australian Local Government Association (WALGA) –
The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

c) Obtaining advice on Legislative Provisions
The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.

d) Informing Council of legislative change

i. If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

ii. The Council format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance
   The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.
7. Reporting of Non-compliance
   a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.
   b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.
   c) The CEO may investigate any reports of significant non-compliance and if necessary, report the non- compliance to the Council and/or the relevant government department.
   d) The CEO will also take the necessary steps to improve compliance systems.

4.7 FRAUD AND CORRUPTION CONTROL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended: **18 October 2022, 20 August 2025**

Objective: This policy details the Shires approach to fraud and corruption risk management, prevention, detection and response and to convey the Shire's commitment to a zero-tolerance culture concerning fraud and corruption in the performance of its functions.

Policy: This policy applies to –

- elected members, external committee members and employees of Shire of Corrigin, including volunteers and trainees;
- contractors, consultants and suppliers who provide goods or services to the Shire; and
- members of the public who may have business or other dealings with the Shire.

Definitions
Fraud: Dishonest activity causing actual or potential financial loss to any person or entity, including theft of monies or other property by elected members, employees or persons external to the entity and where deception is used at any stage of the activity (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Fraud can include deliberate falsification, concealment, destruction or use of falsified information; improper use of information or abuse of position for personal financial benefit; misappropriation of assets; or manipulation of financial reporting.

Corruption: Dishonest activity in which an elected member, employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve personal gain or advantage for themselves or others. (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest and fraudulent; this may include conflicts of interest that are not disclosed or appropriately managed, acceptance of bribes or undisclosed gifts, misuse of position, or improper use or disclosure of confidential information.

Statement
Shire of Corrigin is committed to an organisational culture that promotes a high standard of ethical and professional behavior, consistent with its Code of Conduct and fosters integrity, accountability and transparency in all business activities.

Shire of Corrigin commits to thoroughly investigating any reported or suspected acts of fraud or corruption regardless of seniority or relationship with the organisation.

In all circumstances that the investigation indicates serious fraudulent or corrupt activity has occurred the matter will be reported to the appropriate authority, such as the Public Sector Commission, Corruption and Crime Commission and/or Western Australian Police.

Any person who suspects or is aware of actual fraudulent or corrupt activity is encouraged to report such conduct to the appropriate senior person ie CEO, DCEO or Shire President. No detrimental action will be taken against a person acting in good faith, unless the report is malicious or the person is also involved with fraudulent or corrupt activity.

Roles and Responsibilities

Fraud and corruption control is the responsibility of every employee or elected member, however the following details are specific roles and responsibilities:

Role	Responsibility
Council	• Adopts the Fraud and Corruption policy. • Adheres to the Fraud and Corruption policy.
Chief Executive Officer	• Legislated responsibility to exercise authority on behalf of the Shire. • Overall accountability for prevention and detection of fraud and corruption in the workplace. • Ensures integrity and accountability in the performance of the Shire's functions. • Responsibility for the effective and efficient use of the Shire's resources. • Promotes continuous evaluation and improvement of the Shire's management practices. • Notifies the Corruption and Crime Commission or Public Sector Commission if misconduct is suspected. • Promotes a strong ethical tone from the top and ensures a positive fraud and corruption resistant culture across the Shire.
Deputy Chief Executive Officer	• Oversees implementation and continued monitoring of the fraud and corruption policy. • Provides accurate and timely advice to the CEO and the Audit and Risk Committee on fraud and corruption matters. • Ensures training and awareness programs are designed to assist employees and contractors to identify, prevent, detect and report fraud and corruption. • Ensures the policy is reviewed annually. • Integrates fraud and corruption into risk management systems and processes.
All Executive Staff	• Encourage and maintain a culture and working environment that fosters personal responsibility, integrity and accountability. • Model the highest standards of integrity and ethical behaviour, consistent with the Code of Conduct. • Ensure effective employee communication about the process for identifying and reporting potential fraudulent and corrupt activities. • Support the embedding of fraud and corruption controls into operational planning and performance frameworks.
Audit and Risk Committee	• Oversight of risk management, including fraud and corruption control.

	• Review governance processes to ensure all matters relating to alleged fraud and corruption or unethical conduct are managed appropriately. • Review the Shire risk dashboard for identifying, monitoring and managing business risk, including risks associated with fraud and corruption. • Review the Internal Audit Plan annually to ensure it covers fraud and corruption risks.
PID Officers	• Investigate disclosures under the *Public Interest Disclosure Act 2003.*
All Employees	• Understand responsibilities associated with performing their official duties and commit to acting ethically and with integrity in accordance with the Shire's Code of Conduct and relevant policies and procedures. • Undertake awareness training and education. • Report all suspected or actual incidents of fraud and corruption that they may be aware of to a line manager and/or director.

Prevention

Robust internal controls and systems are a prime defense mechanism against fraud and corruption. Shire of Corrigin demonstrates these by –

- Adopting a Code of Conduct, which reinforces a commitment to a high standard of integrity and accountability by demonstrating professional behaviours consistent with the Shire's values.
- A commitment from the Executive staff to be role models and demonstrate ethical and accountable behaviour in their actions.
- Ensuring effective management of conflicts of interest in accordance with the Shire's Conflict of Interest Guidelines.
- Establishing effective reporting mechanisms and protection for employees making disclosures about fraud and corruption activities.
- Promoting, practicing and adhering to risk management policies and procedures, ensuring risk assessments are conducted and regularly reviewed and controls developed to address identified risks as required.
- Pre-employment screening to verify qualifications, suitability and experience of a potential candidate for employment.
- Thorough screening of suppliers to verify credentials and stringent assessment of grant recipients.
- Promote organisational values and culture as key tools in the prevention of fraud and corruption

Detection

Shire of Corrigin has the following measures in place to identify and detect incidents of fraud and/or corruption –

- Risk management system to identify, analyse, evaluate and treat risk, including corruption and fraud; Segregation of duties in high risk areas (finance, procurement, contract management, regulatory functions etc.);
- Regular reviews and checks to detect irregularities in high-risk areas;
- Reconciliations (payroll, accounts payable);
- Analysis of management accounts and financial statements;
- Delegations manual;

- IT system controls (access restrictions, strong passwords etc.);
- Internal audit plan covers high risk fraud areas (procurement, credit cards etc.); and
- Public Interest Disclosure.

Response

- All reports of suspected fraud or corruption will be investigated by the Chief Executive Officer and the Deputy Chief Executive Officer.
- Immediate action will be taken to preserve relevant evidence from theft, removal, alteration or destruction. Evidence includes but is not limited to documents and IT (computers, laptops, portable devices, system access etc.).
- Appropriate action will be taken, which may include disciplinary action and/or referral to an external agency (CCC, Public Sector Commission or Police).
- Confidentiality will be maintained throughout this process.
- In each instance where fraud or corruption is detected, the Chief Executive Officer will instruct the Deputy Chief Executive Officer to reassess the adequacy of internal control systems, particularly those directly relating to the fraud and corruption incident and recommend improvements where necessary.
- Lessons learned from fraud and corruption incidents will be documented and used to improve internal controls, awareness training and risk mitigation strategies.

4.8 CHANGE MANAGEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: The objective of this policy is to establish a structured and effective framework for managing changes to Information and Communication Technology (ICT) systems within the Shire of Corrigin. This ensures that all changes are coordinated, evaluated, and communicated properly to minimize risks and maintain operational integrity. This policy applies to all changes that impact multiple users and excludes regular system maintenance functions.

Policy:

Overview
The Shire of Corrigin recognises that as technology and operational needs evolve, changes to ICT systems are necessary. This policy outlines a four-step change management process:

1. Initiating Change
2. Change Approval
3. Change Implementation
4. Accepting Change

Initiating Change
Changes may be initiated due to various factors, including:

- Legislative or regulatory changes
- Obsolescence of existing systems
- Supplier-initiated changes (e.g., software patches)
- Security threats
- Resource adjustments (e.g., staffing)
- Other Council-initiated reasons

The change must be documented, detailing:

- The need for the change
- Affected systems
- Risks associated with the change, including the urgency and risk of inaction
- Identified stakeholders impacted by the change
- Testing plan with success or failure thresholds
- Required resources and timeline
- Cost analysis
- A business case for major changes

Change Approval
Changes may be proposed directly to the Deputy CEO, who will assess the need for change based on operational requirements. In instances where formal documentation is not available, the Deputy CEO will communicate the rationale and impact of the proposed change to the Chief Executive Officer for approval. Once the change is approved, the Deputy CEO will act as the permanent Change Manager, overseeing the implementation process.

Change Implementation
The Deputy CEO, as Change Manager, is responsible for implementing the change, ensuring all prerequisites (e.g., backups, contractor arrangements) are met prior to execution. The Change Manager has the authority to take necessary operational actions to complete the change process.
For complex changes, regular updates to the Chief Executive Officer may be required. A comprehensive testing regimen must be conducted before finalising the implementation. Should testing reveal issues, the Change Manager must promptly inform the Chief Executive Officer to collaboratively devise a mitigation strategy.

Accepting Change
Upon completing the change, the Change Manager will evaluate its success and prepare a project completion report. The Chief Executive Officer will review this report to decide whether to officially close the change project. If necessary, a remedial action plan will be developed for any identified issues before final project closure.

Compliance
All employees, contractors, and third-party vendors must adhere to this Change Management Policy. Non-compliance may result in disciplinary action.
This policy is intended to ensure effective change management within the Shire of Corrigin, fostering a culture of accountability and continuous improvement in ICT operations.

5 CODE OF CONDUCT

5.1 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Policy Owner:	Governance and Compliance
Distribution:	All Elected Members and Staff
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval:	**15 June 2010**
Amended:	**16 February 2021, 17 March 2026**

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

1. In this code —

Act means the *Local Government Act 1995*;
candidate means a candidate for election as a council member;
complaint means a complaint made under clause 11(1);
publish includes to publish on a social media platform.

2. Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

1. A council member, committee member or candidate should —
   a) act with reasonable care and diligence; and
   b) act with honesty and integrity; and
   c) act lawfully; and
   d) identify and appropriately manage any conflict of interest; and
   e) avoid damage to the reputation of the local government.

2. A council member or committee member should —
   a) act in accordance with the trust placed in council members and committee members; and
   b) participate in decision-making in an honest, fair, impartial and timely manner; and
   c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
   d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

1. A council member, committee member or candidate should —
   a) treat others with respect, courtesy and fairness; and
   b) respect and value diversity in the community.

2. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

a) base decisions on relevant and factually correct information; and
b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
c) read all agenda papers given to them in relation to council or committee meetings; and
d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

a) requirements relating to the behaviour of council members, committee members and candidates; and
b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

1. A council member, committee member or candidate —
   a) must ensure that their use of social media and other forms of communication complies with this code; and
   b) must only publish material that is factually correct.

2. A council member or committee member —
   a) must not be impaired by alcohol or drugs in the performance of their official duties; and
   b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

a) must not bully or harass another person in any way; and
b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
c) must not use offensive or derogatory language when referring to another person; and
d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

a) must not act in an abusive or threatening manner towards another person; and
b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
c) must not repeatedly disrupt the meeting; and
d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
e) must comply with any direction given by the person presiding at the meeting; and
f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

1. A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

2. A complaint must be made —
   a) in writing in the form approved by the local government; and
   b) to a person authorised under subclause (3); and
   c) within 1 month after the occurrence of the alleged breach.

3. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
   a) *the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:*
      i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
      ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
      iii. Complaints about the Shire President – the Deputy Shire President; and
      iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.

4. A complaint must be dealt with under clauses 12 to 15 unless —
   a) The complaint is referred to the Inspector in accordance with subclause (5); and
   b) The Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

5. If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

6. A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

Complaint About Alleged Breach Form - Located in GOV.0014 and in Complaints Register in Shire Safe.

12. Dealing with complaint

1. After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

2. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

3. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

4. If the local government makes a finding that the alleged breach has occurred, the local government may —
   a) take no further action; or
   b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

5. When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

6. A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
   a) engage in mediation;
   b) undertake counselling;
   c) undertake training;
   d) take other action the local government considers appropriate.

7. If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
   a) its finding and the reasons for its finding; and
   b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

1. The local government must dismiss a complaint if it is satisfied that —
   (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
   (b) either —
      i. the behaviour was dealt with by the person presiding at the meeting; or
      ii. the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

2. If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

1. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

2. The withdrawal of a complaint must be —
   a) in writing; and
   b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

1. The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

2. If the Inspector appoints a monitor —
   a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
   b) the local government must comply with the direction.

14B. Performance of local government's functions under cl. 12 and 13

1. The local government's functions under clauses 12 and 13 must be performed by the council

2. Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

3. Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
   a) a member of the council of any local government;
   b) a member of the governing body of any regional subsidiary; local government must comply with the direction.
   c) an employee of any local government or regional subsidiary;
   d) an employee of WALGA or the Local Government Professionals Australia (WA);
   e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
      i. local governments;
      ii. members of councils;
      iii. employees of local governments.

4. A resolution made under subclause (3) must include the following —
   a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
   b) an explanation as to why the council is satisfied as referred to in paragraph (a);
   c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

5. Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

15. Other provisions about complaints

1. A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

2. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

3. Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.

A conduct breach is dealt with under Part 8A Division 5 of the Act.

16. Overview of Division

1. This Division sets out rules of conduct for council members and candidates.

2. A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

1. In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

a) local government property; and
b) services provided, or paid for, by a local government.

2. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

1. A council member must not make improper use of their office —
   a) to gain, directly or indirectly, an advantage for the council member or any other person; or
   b) to cause detriment to the local government or any other person.

2. Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

1. In this clause —

local government employee means a person —

a) employed by a local government under section 5.36(1) of the Act; or
b) engaged by a local government under a contract for services.

2. A council member or candidate must not —
   a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
   b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
   c) act in an abusive or threatening manner towards a local government employee.

3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
   a) make a statement that a local government employee is incompetent or dishonest; or
   b) use an offensive or objectionable expression when referring to a local government employee.

5. Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

1. In this clause —

closed meeting —

   a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
   b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

2. A council member must not disclose information that the council member —
   a) derived from a confidential document; or
   b) acquired at a closed meeting other than information derived from a non-confidential document.

3. Subclause (2) does not prevent a council member from disclosing information —
   a) at a closed meeting; or
   b) to the extent specified by the council and subject to such other conditions as the council determines; or
   c) that is already in the public domain; or
   d) to an officer of the Department; or
   e) to the Minister; or
   f) to a legal practitioner for the purpose of obtaining legal advice; or
   g) if the disclosure is required or permitted by law.

22. Disclosure of interests

1. In this clause —

interest —

   a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
   b) includes an interest arising from kinship, friendship or membership of an association.

2. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

a) in a written notice given to the CEO before the meeting; or
b) at the meeting immediately before the matter is discussed.

3. Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

4. Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
   a) that they had an interest in the matter; or
   b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

5. If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
   a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
   b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

6. Subclause (7) applies in relation to an interest if —
   a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
   b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

7. The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Adopted by the Council of the Shire of Corrigin on 17 March 2026

Adapted from the Western Australian Local Government Model Code of Conduct.

5.2 CODE OF CONDUCT FOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 June 2010**
Amended: **15 June 2021, 15 October 2024**

Objective:

PREAMBLE

The Shire of Corrigin Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Corrigin commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

(a) better decision-making by local governments;
(b) greater community participation in the decisions and affairs of local governments;
(c) greater accountability of local governments to their communities; and
(d) more efficient and effective local government.

Policy: **STATUTORY ENVIRONMENT**

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

APPLICATION

For the purposes of the Code, the term employees includes persons employed by the Shire of Corrigin or engaged by the Shire of Corrigin under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

1. CODE OF CONDUCT

1.1. Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

(a) advise the council in relation to the functions of a local government under this Act and other written laws;
(b) ensure that advice and information is available to the council so that informed decisions can be made;
(c) cause council decisions to be implemented;
(d) manage the day to day operations of the local government;

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
(f) speak on behalf of the local government if the mayor or president agrees;
(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government Act 1995

1.2. Principles affecting employment by the Shire of Corrigin

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Corrigin employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

(a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
(b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
(c) employees are to be treated fairly and consistently; and
(d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
(e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and
(f) such other principles, not inconsistent with this Division, as may be prescribed.

Local Government Act 1995

1.3. Personal Behaviour

Employees will:

a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Corrigin;
b) perform their duties impartially and in the best interests of the Shire of Corrigin, uninfluenced by fear or favour;
c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Corrigin and the community;
d) make no allegations which are improper or derogatory (unless true and in the public interest);
e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
f) always act in accordance with their obligation of fidelity to the Shire of Corrigin.

1.4. Honesty and Integrity

Employees will:

a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
b) be frank and honest in their official dealing with each other; and
c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Corrigin policies.

1.5. Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Corrigin business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Corrigin.

1.6. Compliance with Lawful and Reasonable Directions, Decisions and Policies

a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
(b) Employees will give effect to the lawful decisions and policies of the Shire of Corrigin, whether or not they agree with or approve of them.

1.7. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

1.8. Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Corrigin upon its creation unless otherwise agreed by separate contract.

1.9. Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Corrigin Record Keeping Plan.

1.10. Dealing with Other Employees

a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Corrigin policies regarding workplace behaviour and occupational safety and health,
c) Employee behaviour should reflect the Shire of Corrigin values and contribute towards creating and maintaining a safe and supportive workplace.

1.11. Dealing with community

a) Employees will treat all members of the community with respect, courtesy and professionalism.
b) All Shire of Corrigin services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

1.12. Professional Communications

a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Corrigin activities should reflect the status, values and objectives of the Shire of Corrigin.
b) Communications should be accurate, polite and professional.

1.13. Personal Communications and Social Media

a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Corrigin, it's Council Members, employees or contractors, which breach this Code.
c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter

and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003.*

1.14. Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Corrigin Staff Uniforms policy.

1.15. Gifts

a) Application
This clause does not apply to the CEO.
b) Definitions

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996;*

activity involving a local government discretion means an activity —
a) that cannot be undertaken without an authorisation from the local government; or
b) by way of a commercial dealing with the local government;
[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —
(a) is undertaking or seeking to undertake an activity involving a local government discretion; or
(b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion
[r.19AA of the *Local Government (Administration) Regulations 1996]*

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996;*

gift —
a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
b) does not include —

i. a gift from a relative as defined in section 5.74(1); or

ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or

iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or

iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
[r.19AA of the *Local Government (Administration) Regulations 1996]*

gift means —
a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person
[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;
[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

a) a gift worth the threshold amount or more; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;
[r.19AA of the *Local Government (Administration) Regulations 1996]*

reportable gift means:

a) a gift worth more than $50 but less than $100; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than $50 but less than $100.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996,* subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

a) a gift worth the threshold amount or more; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;
[r.19AA of the *Local Government (Administration) Regulations 1996]*

c) Determination
In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined $150 as the threshold amount for prohibited gifts. For clarification, and gifts over $150 is not to be accepted and must be refused or returned.

d) Employees must not accept a prohibited gift from an associated person.
e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
f) The notification of the acceptance of a reportable gift must be in writing and include:
    i. the name of the person who gave the gift; and
    ii. the date on which the gift was accepted; and
    iii. a description, and the estimated value, of the gift; and
    iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
    v. if the gift is one of two or more accepted from the same person within a period of one year:
1. a description;
2. the estimated value; and
3. the date of acceptance,

of each other gift accepted within the one year period.

g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Corrigin official website.
i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

1.16. Conflict of Interest

a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Corrigin, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Corrigin, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

1.17. Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

1.18. Disclosure of Financial Interests

a) All employees will apply the principles of disclosure of financial interest as contained within the Act.

b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

1.19. Disclosure of Interests Relating to Impartiality

a) In this clause, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996.*

interest —

a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
b) includes an interest arising from kinship, friendship or membership of an association.
[r.19AA of the *Local Government (Administration) Regulations 1996]*

b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
   i. in a written notice given to the CEO before the meeting; or
   ii. at the meeting immediately before the matter is discussed.

c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
   i. in a written notice given to the CEO before the meeting; or
   ii. at the time the advice is given.

d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
   i. that they had an interest in the matter; or
   ii. that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.

f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
   i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
   ii. at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.

g) If:
   i. to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
   ii. a disclosure is made as described in item (e)ii., at a meeting; or
   iii. to comply with a requirement made under item (f)ii., a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,

   the nature of the interest is to be recorded in the minutes of the meeting.

1.20. Use and Disclosure of Information

a) Employees must not access, use or disclose information held by the Shire of Corrigin except as directly required for, and in the course of, the performance of their duties.
b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Corrigin policies and procedures.
c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Corrigin.
d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
e) Nothing in this section prevents an employee from disclosing information if the disclosure:
    i. is authorised by the CEO or the CEO's delegate; or
    ii. is permitted or required by law.

1.21. Improper or Undue Influence

a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

1.22. Use of Shire of Corrigin Resources

a) In this clause –

Shire of Corrigin resources includes local government property and services provided or paid for by the Shire of Corrigin;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

a) Employees will:
    i. be honest in their use of the Shire of Corrigin resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
    ii. use the Shire of Corrigin resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
    iii. not use the Shire of Corrigin resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

1.23. Use of Shire of Corrigin Finances

a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Corrigin finances.
b) Employees will use Shire of Corrigin finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.
c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
d) Employees exercising purchasing authority will comply with the Shire of Corrigin Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
f) Employees will ensure that any use of Shire of Corrigin finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Corrigin Recordkeeping Plan.

1.24. Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager or the CEO, in accordance with the Shire of Corrigin policies for complaints.

1.25. Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Corrigin policies and procedures, depending on the nature of the suspected breach.

1.26. Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Corrigin policies.
b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
    i. the Corruption and Crime Commission, in the case of serious misconduct; or
    ii. the Public Sector Commissioner, in the case of minor misconduct.

c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Corrigin Public Interest Disclosure Procedures, published on the Shire of Corrigin website.

1.27. Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Corrigin policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Adopted by the Council of the Shire of Corrigin on 15 June 2021

Adapted from the Western Australian Local Government Model Code of Conduct.

I, _____, confirm that I have read and understood the Code of Conduct for Employee provided to me in correspondence from the Shire of Corrigin.

…… ……

Signed Dated

6 STAFF POLICIES

6.1 CODE OF BEHAVIOUR – STAFF, VOLUNTEERS AND CONTRACTORS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: **19 July 2016**
Amended:

Objective: The Code of Behaviour clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Corrigin in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other Human Resources Policies and Procedures and the official Code of Conduct.

Policy: Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty. The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire.

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire.
The Code of Behaviour applies to all staff at the Shire.

Employee Responsibilities
The Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire
- Act in a professional manner at all times
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner
- Act impartially, fairly and without prejudice or favouritism
- Treat the Shire customers with the highest level of customer service Abide by the policies, procedures and guidelines applicable to the Shire Be accountable for decisions made within the course of their duties
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity
- Respect an individual's right to privacy
- Respect confidential information given to them in the course of employment
- Maintain open communication and accountability
- Behave honestly and ethically in all dealings
- Maintain and develop knowledge in their respective fields
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit
- Not solicit or encourage gifts or benefits in relation to their professional duties

- Make efficient and economical use of Shire resources
- Disclose fraud, corruption or maladministration
- Avoid making public comment regarding the Shire
- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents
- Use initiative and strive for excellence
- Ensure that actions or behaviour outside of work do not reflect negatively on the Shire of Corrigin

Managers Responsibilities
In addition to the responsibilities as an employee, managers also have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees
- Ensure staff maintain high standards of conduct in the workplace
- Support staff who disclose information regarding maladministration or corrupt conduct
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future
- Appropriately record all reports of actual or potential conflict or contraventions of the Code of Conduct

Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.

This code of behaviour is an addendum to the formal Code of Conduct of Council.

6.2 CHIEF EXECUTIVE OFFICER RECRUITMENT, PERFORMANCE AND TERMINATION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Shire President
Date of Approval: **19 July 2016**
Amended: **17 October 2017, 20 October 2020, 15 October 2024**

Objective: To ensure compliance with s5.39A of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* in relation to CEO recruitment, performance, and termination.

Policy:

1 **Recruitment of CEO**

1.1 Selection Criteria and Job Description

- The Shire of Corrigin Council shall determine the selection criteria for the CEO position based on necessary knowledge, experience, qualifications, and skills.
- The job description will outline duties, responsibilities, and selection criteria for the CEO role
- The job description form must be approved by absolute majority of Council.

2 **Performance Review of CEO**

2.1 Performance Review Process

- The performance of the CEO will be reviewed annually by the Shire of Corrigin CEO Performance Review Committee and shall comprise of all Councillors
- The review will use the performance criteria set out in the CEO's contract and position description

2.2 Review Procedure

- The Committee will collect and assess evidence related to the CEO's performance, conduct a feedback session, and prepare a report for Council approval. This report will detail the assessment, any required changes, special talks, and performance objectives for the next period.

2.3 Consultants

- The Shire President and CEO may engage a consultant to facilitate the performance review deemed necessary.

2.4 Documentation and Confidentiality

- Proceedings of the performance review will be documented by the CEO and submitted to the next available Council meeting on a confidential basis

3 Termination of CEO Employment

1.1 General Principals

- Decisions regarding termination must be impartial and transparent. The CEO must be informed of their rights and given the opportunity to respond to any allegations or performance issues.

1.2 Performance-Related Termination

- Termination for performance-related reasons will only occur if performance issues were previously identified, communicated, and a reasonable opportunity to remedy the issues was provided.

1.3 Termination Decision

- A decision to terminate the CEO's Employment must be made by an absolute majority decision of Council and must include written notice outlining the reasons for termination.

4 Confidentiality

- All information related to recruitment, performance reviews, and termination processes will be kept confidential and used solely for the purposes of these processes.

6.3 TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended: **20 October 2020, 16 February 2021, 18 October 2022, 15 October 2024**

Objective: To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995*, that details the Shire of Corrigin processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Scope: This policy applies to the statutory position of the Chief Executive Officer (CEO) of the Shire of Corrigin

Definitions: **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Policy:

1. **Acting and Temporary CEO requirements and Qualifications**
   1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.
   2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position of Deputy Chief Executive Officer are considered suitably qualified to perform the role of Acting or Temporary CEO.
   3) A person appointed to act in the position of Deputy Chief Executive Officer is not included in the determination set out in Clause 3 (2).

2. **Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**
   1) The CEO is authorised to appoint the Deputy Chief Executive Officer in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy Chief Executive Officer performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
   2) The CEO must appoint an Acting CEO for any leave periods greater than 1 week and less than 6 weeks.
   3) The CEO is to immediately advise all Council Members when and for what period of time the Deputy Chief Executive Officer is appointed as Acting CEO.

4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the Deputy Chief Executive Officer will be appointed Acting CEO.
5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3. **Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months**
   1) This clause applies to the following periods of extended leave:
      - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
      - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
   2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
      a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
      b) Conduct an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.
   3) The President will liaise with the CEO, or in their unplanned absence the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
   4) Subject to Council resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Deputy Chief Executive Officer.

4. **Appoint Temporary CEO – Substantive Vacancy**
   1) In the event that the substantive CEO's employment with the Shire of Corrigin is ending, the Council when determining to appoint a Temporary CEO may either:
      a) by resolution, appoint Deputy Chief Executive Officer as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
      b) by resolution, appoint Deputy Chief Executive Officer as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
      c) following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
   2) The President will liaise with the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
   3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Deputy Chief Executive Officer.

5. **Remuneration and Conditions of Acting or Temporary CEO**
    1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 80-100% of the cash component only of the substantive CEO's total reward package.
    2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
    3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

6.4 SENIOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 May 1998**
Amended: **18 March 2014, 15 October 2024**

Objective: The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

Policy: The following positions are classified as Senior Employees for the purposes of Section 5.37(1) of the *Local Government Act 1995*:

- DCEO

6.5 FIT FOR WORK

Policy Owner: Corporate and Community Services, Works and Services,
Person Responsible: Chief Executive Officer
Date of Approval: **19 July 2016**
Amended: **20 October 2020**

Objectives:

The objectives of this policy are to:

- Afford a clear understanding of the Council position in relation to Unfit for Work, primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and *I* or alcohol, or being in any other way impaired for work through substances or fatigue.
- Ensure the Shire meets its duty of care under the *Occupational Safety and Health Act, 1984* to, where practicable, reduce hazards in the workplace.
- Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
- Prescribe the circumstances where an employee is deemed Unfit for Work and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
- Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an unfit state.

Definitions:

The following definitions and interpretations shall apply with respect to being under the influence of alcohol and/or other drugs:

- Impaired Work Performance - means sudden or gradual deterioration of a person's ability to function appropriately at work.
- Unfit for Work - means being impaired for work and therefore unable to perform duties in a safe manner.
- Use - means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse - means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol - means any beverage containing alcohol.
- Drugs - means amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance - means any drug that may have adverse effects causing impaired work performance.
- Fatigue - means the inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and I or other substances (including, hangovers and/or "come downs"), adverse effects of medication, alcohol, drugs and I or other substances (including, hangovers and/or "come downs").
- Fit for Work - means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
- Employee - means a person employed by the Shire in a permanent, part-time of casual role.
- Contractor - means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

Policy:

1. **Responsibilities**

1.1 Supervisor

If a supervisor or manager has reasonable grounds to believe that an employee or contractor is affected by drugs and/or alcohol, steps will be taken to address the issue.

Reasonable grounds may include (but are not limited to) where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behavior, or otherwise appears to be affected by drugs and/or alcohol.

1.2 Employee/Contractor

The health and wellbeing of an employee and contract personnel is of great importance to the organisation. It is the responsibility of an employee to ensure he or she does not attend work in a manner or condition which will affect their work performance and that could endanger work colleagues, members of the public or cause damage to Shire equipment. An employee assistance program will be offered in order to support the affected employee- refer to Statement 3.0 of this policy.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee or contractor who is interested in receiving counselling services should seek assistance from their supervisor or manager.

2. **Application**

2.1 Alcohol

- Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties with Calibrated Breathalyser testing is to be carried out on site by a trained manager/supervisor.
- Breath testing for alcohol shall be set at zero tolerance for all staff.
- Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-test within a prescribed amount of time as determined by the relevant manager/supervisor.
- If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the manager for the employee to return home.
- On occasions where alcohol may be included as part of a work function or other recognised work event, supervisors/managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.
- Where management has approved the consumption of alcohol at a shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.
- Failure to follow directions by management with regard to the consumption of alcohol at a shire function or event may result in disciplinary action being taken by the Shire.
- Employees must arrange their own transport in relation to shire function or event as the shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

2.2 Illicit Drugs and Other Substances

- Illicit drugs and other substances are strictly prohibited by the Shire of Corrigin.
- Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premise will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid by the shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.
- Refusal to a drug screen by an employee may result in instant dismissal. If the drug screen proves positive results on the first offence, the employee will receive a written warning- refer to statement 4.1 of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning- refer to statement 4.2 of this policy.
- Any third offence may also result in instant dismissal - refer to statement 4.3 of this policy.

2.3 Prescription and Other Medication

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day.
- This information is to be recorded on the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action - refer to statement 4.0 of this policy.

2.4 Fatigue

- In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.
- This procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
  - Lack of sleep
  - Voluntary Work, or
  - External work commitments

- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the shire may come to an agreement with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).
- If this agreement is reneged by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.

- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

2.5 Physical fitness including weight management
to ensure that employees are able to perform the full range of tasks outlined in their position description.

3. **Employee Assistance Program (EAP)**
The Shire of Corrigin understands employees may be experiencing difficulties external to work that may influence their behavior and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential Employee Assistance Program (EPA). Assistance may be offered to first offence employees through a coordinated group of strategies designed to encourage employees to seek professional, confidential counseling for personal problems that may significantly affect their work performance.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence. Employees who have failed to meet the guidelines of this procedure yet feel an EAP will benefit due to personal circumstances may request access to these services.

4. **Disciplinary Action - Employees**
Should an employee contravene this policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes).

4.1 First Offence:
- The employee will be immediately suspended from duty without pay if found to be unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on; the unacceptability of the employee's behavior; the risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and if proved negative, may be sent home at the discretion of their supervisor.

4.2 Second Offence:
- The employee will be immediately suspended from duty without pay if found to be unfit for work. The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on;
    - The unacceptability of the employee's behavior;
    - The risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
    - The employee will not be permitted to return to work until they have been tested again and proved negative, and may be sent home at the discretion of their supervisor.

- The employee will be submitted to fortnight or random alcohol and I or drug screening for the period of two months paid by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal may be exercised by the CEO.

4.3 Third Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

4.4 Instant Dismissal:

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
  - Any attempt to falsify the drug and alcohol screening
  - Cultivating, selling or supplying drugs and/ or other substances;
  - Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
  - Any other unlawful behavior.

4.5 Other:

If an employee is sent home without pay, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If the next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely. The employee is to be advised that their vehicle must be collected the same day.

5. **Disciplinary Action - Contractor**

Should a contractor be found to have breached this policy the shire may seek to review the contractual arrangements and if necessary (as determined by the CEO), move to cancel the purchase order and terminate the working arrangement without any form of compensation.

Explanatory Note:

This policy incorporates a procedure for disciplinary action under Statement 4.0 to address matters where an employee is deemed unfit for work, the Council acknowledges the CEO may, at his or her discretion accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the shire pursuant Section 5.41 of the *Local Government Act, 1995*.

6.6 RETIREMENT/RESIGNATION OF EMPLOYEES - COUNCIL GIFT/FUNCTIONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended: **16 October 2018, 21 October 2025**

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of a Shire employee.

Policy: Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of Service	Value of gift up to
0 – 2 years	$0
2 – 5 years	$100
5 – 10 years	$250
10 – 15 years	$350
15 – 20 years	$450
20 years +	$550

The objectives are:

- To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations.
- To frame a standard procedure when dealing with staff who leave Council employment and to comply with the *Local Government Act 1995***.**

Gifts will be given in accordance with the following guidelines:

- At the discretion of the CEO, a gift may be provided to employees leaving Council prior to two (2) years of service.

Functions will be given in accordance with the following guidelines:

- At the discretion of the CEO, a function may be provided to employees leaving Council prior to two (2) years of service.

Presentation for senior employees leaving Council to be considered independently of this policy.

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

Length of Service	Details of Function
0 – 2 years	At the discretion of CEO
2 – 5 years	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 – 20 years	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	Council sponsored reception (Elected Members, staff and partners).

Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

The Chief Executive Officer or Deputy CEO will notify the Executive Support Officer of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The Executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift in advance of the employee's final working day.

6.7 COUNCIL VEHICLES ISSUED TO STAFF

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 October 2013**
Amended: **19 July 2016, 17 October 2017, 16 October 2018, 23 October 2023**

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

Policy: No employee shall drive a Shire vehicle without a valid C class driver's licence. Upon request, employees will produce their current driver's licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All Shire vehicles are deemed to be 'pool vehicles' during normal business hours and are not exclusive in use to the respective assigned employees.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction. Smoking is not permitted in all Shire of Corrigin vehicles.

The following conditions shall apply to staff that have vehicles issued to them by Council:

CEO

- Unrestricted use of the vehicle, unless otherwise specified in contract of employment of Western Australia or other use as approved by Council.
- No Shire logo
- Choice of colour

Deputy CEO

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Manager Works and Services

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Environmental Health Officer/s

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO.
- No Shire logo
- No choice of colour

Any alterations to the above allowances will be taken to Council for approval.

6.8 STAFF HOUSING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer,
Date of Approval: **19 July 2016**
Amended: **17 October 2017, 16 October 2018, 20 October 2020**

Objective: To provide clarity on the conditions for use of Council owned housing by allocated tenants and to ensure the residences and gardens are maintained to a suitable level expected by the community and ratepayers.

Council housing and rental subsidy is provided with the specific purpose of aiding Council in being able to attract and retain appropriate staff.

Shire staff who are entitled to a residence as part of their contract of employment or rental agreement are required to maintain the residence including lawns and gardens to a neat and tidy standard.

Definitions: Senior Officer means a person or an employee as defined under the *Local Government Act 1995* Section 5.37(1).

Policy:

Chief Executive Officer
These provisions relate to the CEO as a Senior Employee appointed under Section 5.37(1) of the *Local Government Act 1995*.

In this regard:

a) The CEO will be provided with a Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental rate as defined under their contract of employment.
b) If a rental house is required, the CEO in consultation with the Shire President shall determine an appropriate standard and location of the house to be rented.
c) A housing allowance will be paid if the CEO owns their own house.

Deputy Chief Executive Officer
The following will apply to the Deputy CEO:

a) A Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental as defined under their contract of employment.
b) If a rental house is required, the CEO shall determine an appropriate standard and location of the house to be rented.
c) A housing allowance will be paid if DCEO owns their own house.

Other Employees
A Shire owned house to an appropriate standard and location the satisfaction of the CEO shall be provided at a discounted rental rate to be determined through the Annual Budget/Fees and Charges to the following positions:

Employee Classification
Manager of Works
Pool Manager
Environmental Health Officer

Building Officer
Other*

*as deemed necessary by the CEO

Permanent fixtures
Permanent fixtures shall include the following:

- Hot water system
- Dish washer
- Authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- Authorised TV Antennae or Satellite equipment (i.e. authorised TV equipment is equipment installed and owned by Council to ensure the house is able to receive a television service)
- Stove
- Internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

Improvements to housing by tenants
Any improvements carried out to Shire of Corrigin owned houses shall only be permitted with prior approval of the CEO.

Tenancy Agreement

a) All staff occupying Shire owned houses shall be required to complete a Form 1AA Residential Tenancy Agreement (under s27 of the *Residential Tenancies Act 1987 (WA)* with the following requirements for the Lessee:
   - A security bond of an equivalent to 4 weeks rent and (where applicable) a pet bond
   - Term of Agreement as per the tenancy agreement after cessation of employment of the Shire or other as agreed to be the CEO. Where an extension of the accommodation is accepted by the CEO, the rent will be at a rate 100% higher than the discounted rental rate or market rate.

b) The CEO shall make appropriate arrangements through the employment of an independent property manager to undertake inspections of all Shire owned houses on at least twice per year to ensure that the houses and gardens are kept to an acceptable standard.
c) The CEO may approve the lease of vacant Shire of Corrigin properties to persons other than employees.
d) Private rentals can have a property inspection every three months as per the *Residential Tenancies Act 1987.*

Maintenance of the Gardens
Provided tenants keep their lawns and gardens in good order. If gardens and lawns are not maintained employees will be responsible for 100% of water consumption.

Paint in Shire Residences
Council uses neutral tones in all Council owned residential buildings, (Colour palate Porcelain) however if a resident wishes to vary the colour of a room (for

example a child's bedroom), that they be allowed to do so upon approval of the CEO. All must be repainted in neutral colour at expense of the tenant on vacation of property.

Use of Adhesives on Walls
Council requires tenants to ensure the proper care and maintenance of residential properties provided to staff and the community and to this end prohibits the use of adhesive tape, adhesive putty or any similar products, on the walls or ceilings of Council residential properties as these are likely to cause damage to painted surfaces.

Vacating Shire Houses
All tenants of Shire owned houses and flats are to arrange for the carpets to be professionally cleaned prior to vacating the residence as per the tenancy agreement.

Carpets must be professionally cleaned at the end of the tenancy agreement, at the expense of tenant and receipt provided.

6.9 STAFF SUPERANNUATION

Policy Owner: Corporate and Community Services
Person Responsible: Finance Officer - Payroll
Date of Approval: **21 May 2013**
Amended: **18 October 2022, 23 October 2023**

Objective:

This policy sets out the criteria for the payment of additional superannuation to staff. It provides for guidance for officers involved in the recruitment and retention of staff.

The Shire of Corrigin is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known as Superannuation Guarantee (SG). The percentage payment may be adjusted by legislation from time to time.

The Shire of Corrigin and its employees may also make additional voluntary contributions to a complying fund.

Policy:

Council will make superannuation contributions for employees on the following basis:

- In addition to the *Superannuation Guarantee Administration Act 1992* and *Superannuation Charge Act 1992*, employees may elect to make both salary sacrifice and post-tax contributions of their salary as an additional superannuation contribution.
- This policy applies to all permanent employees except where superannuation benefits have been varied for Senior Employees who are employed under negotiated performance based contracts. The Shire of Corrigin will match any superannuation contribution made by an employee up to a maximum of 3.5%, provided the total payment from Council does not exceed 15.5%
- Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- The default fund shall be Aware Super.

6.10 REDUNDANCY PAYMENTS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **18 September 1997**
Amended:

Objective: This policy is designed to provide guidelines for redundancy payments to employees whose employment with the Shire of Corrigin is finishing.

Policy: In respect to redundancies which result from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award, enterprise agreement or if *Schedule 2.1, Clause 11(4) of the Local Government Act 1995* applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of one years' salary at the time of completion of negotiations.

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

a) Any Federal or State Award or industrial/enterprise agreement application to the employee
b) Any applicable provisions with the employee contract of employment
c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
d) Where the Council so agrees, any recommendations made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Corrigin is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the *Local Government Act Section 5.50(2).*

6.11 LOCAL GOVERNMENT HOLIDAYS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer, Deputy Chief Executive Officer
Date of Approval: **18 October 2012**
Amended: **17 October 2017, 16 October 2018**

Objective: To establish guidelines for the payment of Local Government public holidays.

Policy: Employees of the Shire of Corrigin shall be entitled to Western Australian gazetted public holidays. In addition to gazetted public holidays employees (excluding casual and employees on fixed term contracts) shall be entitled to Local Government public holidays on 2 January and Easter Tuesday of each year if the days fall on one of eligible employees ordinarily work days.

When a Local Government public holiday falls on a day in which an employee is required to work, the employee will be paid in accordance with the *Shire of Corrigin Enterprise Agreement 2022 or Local Government Industry Award 2010*. By mutual agreement between the Shire of Corrigin and the employee, an employee may choose to work a Local Government public holiday and take the day off at a later date.

6.12 DEALING WITH FAMILY MEMBERS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended:

Objective: To set out the Shire's position in relation to dealings with family members, specifically:

- Employment of individuals who are related to another employee or member of Council is covered by the *Equal Opportunities Act 1984* and Section 5.40 of the *Local Government Act 1995.*
- Provision of services to individuals who are related to an employee or member of Council.
- Procurement of goods or services from individuals who are related to an employee or member of Council.

Policy:

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Corrigin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

For the purposes of this policy, a family member is as defined in Section 6 of the *Family Court Act 1997 (WA)* and includes: wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Corrigin, the employee or member of Council will not sit on any selection panel relating to the position and will not attempt to participate in or influence the selection process or decision in any way. Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and, in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed. No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members
In a small rural local government, it is inevitable that situations will arise where the Shire of Corrigin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend. An employee should also consider if their impartiality is affected when dealing with a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members
A situation may arise where the Shire of Corrigin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.

This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

6.13 SOCIAL MEDIA AND COMMUNICATION

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

Objective: This policy details legislative and common law obligations and establishes protocols applicable to the Shire of Corrigin official communications with our community, to ensure the Shire of Corrigin is professionally and accurately represented and to maximise a positive public perception of the Shire.

Statement: As a Local Government Agency, the Shire of Corrigin and its representatives must follow certain rules when participating in social media.

Scope: This policy applies to:

1. Communications initiated or responded to by the Shire of Corrigin with our community; and
2. Council Members when making comment in either their Shire of Corrigin role or in a personal capacity about matters relevant to the Shire of Corrigin.

Policy:

1. **Official Communications**
   The purposes of the Shire's official communications include:
   - Sharing information required by law to be publicly available.
   - Sharing information that is of interest and benefit to the Community.
   - Promoting Shire of Corrigin events and services.
   - Promoting Public Notices and community consultation / engagement opportunities.
   - Answering questions and responding to requests for information relevant to the role of the Shire.
   - Receiving and responding to community feedback, ideas, comments, compliments and complaints.

   The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

   The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:
   - Website
   - Advertising and promotional materials
   - Media releases prepared for the Shire President, to promote specific Shire of Corrigin positions
   - Social media; and
   - Community newsletters, letter drops, and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2. **Speaking on behalf of the Shire of Corrigin**
   The Shire President is the official spokesperson for the Shire of Corrigin, representing the Local Government in official communications, including speeches, comment, print, electronic and social media.

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire of Corrigin, where authorised to do so by the Shire President.

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Corrigin.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Corrigin into disrepute,
- compromise the person's effectiveness in their role with the Shire
- imply the Shire's endorsement of personal views
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Corrigin.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. **Responding to Media Enquiries**
All enquiries from the Media for an official Shire of Corrigin comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Corrigin.

Council Members may make comments to the media in a personal capacity – refer to clause 7 below.

4. **Website**
The Shire of Corrigin will maintain an official website, as our community's on-line resource for access to the Shire's official communications.

5. **Social Media**
The Shire of Corrigin uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Corrigin maintains a Facebook account as its main Social Media platform

The Shire of Corrigin may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community

however, we expect participants to behave in a respectful manner. The Shire of Corrigin will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading
- Promotional, soliciting or commercial in nature
- Unlawful or incites others to break the law
- Information which may compromise individual or community safety or security
- Repetitive material copied and pasted or duplicated
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

6. **Record Keeping and Freedom of Information**

Official communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. **Personal Communications**

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

8. **Council Member Statements on Shire Matters**

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Corrigin.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Corrigin>.
2. Be made with reasonable care and diligence
3. Be lawful, including avoiding contravention of; copyright, defamation,

discrimination or harassment laws

4. Be factually correct
5. Avoid damage to the reputation of the local government
6. Not reflect adversely on a decision of the Council
7. Not reflect adversely on the character or actions of another Council Member or Employee
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member

6.14 RELATED PARTY DISCLOSURE

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended:

Objective: **To establish a procedure for related party disclosures.**
The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

Policy: The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Corrigin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.
The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties
AASB 124 provides that the Shire of Corrigin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Corrigin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of CEO, Deputy CEO, Manager or Supervisor.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Corrigin will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions
A related party transaction is a transfer of resources, services or obligations between the Shire of Corrigin (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)].
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire of Corrigin for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire of Corrigin owned property or property sub-leased by the Shire of Corrigin through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Corrigin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Corrigin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Corrigin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Corrigin.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Corrigin can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements
For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)
Management has determined that the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council financial statements make. As

such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required for the following:

- Paying Rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions
For all other transactions listed above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures
Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form each year.
Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality
All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality
Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.
In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework
AASB 124 Related Party Disclosures
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

7 COMMUNITY SERVICES AND FACILITIES

7.1 COMMUNITY ENGAGEMENT POLICY

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

Objective: This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Corrigin when engaging communities and stakeholders.

Policy: The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by Council.

Policy Statement

1. **Purpose**

The Shire of Corrigin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

2. **Principles**

The Shire of Corrigin approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement. From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage. Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process. We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. Where possible, we build on the outcomes of previous engagement. If the

engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible. We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation. We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging. The Shire of Corrigin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication. We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is on our website and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making. We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We also share the results of engagement through our website and other mechanisms as appropriate. We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How We Engage:

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Corrigin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These

considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire Wide	High Level of impact on all or a large part of the Shire of Corrigin. Any significant impact on attributes that are considered to be of high value to the Shire, such as the natural environment or heritage. Likely high level of interest across the Shire. Potential high impact on state or regional strategies or directions.	Early engagement with community and stakeholders. Involves a broad range of stakeholders and community members. Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so. Updates are provided to interested stakeholders and local community. Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement. Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually our engagement practice.	Inform Consult Involve Collaborate	Mail drop Media Releases Narrogin Observer Windmill News Website Email Social Media Focus groups Workshops Working group Surveys Online tools on Have Your Say Face to Face and Pop Ups at events and spaces

				Feedback and submission forms
Expected level of impact	**Criteria (one or more of the following)**	**Engagement approach generally taken**	**Level of engagement generally required**	**Examples of engagement methods the Shire may use**
High – Local	High level of impact on a local area, small community or user group(s) of a specific facility or service. Significant change to any facility or service to the local community. Potential for a high degree of community interest at the local level.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options. Comprehensive information is made available to the community to enable informed input. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Surveys Online tools on Have Your Say Face to Face at engagement events Pop ups at community events and spaces Feedback and submissions forms.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
Low – Shire wide	Lower levels of impact across the Shire. Level of interest among various communities or stakeholder groups. Potential for some, although not significant, impact on state or regional strategies or directions.	Approach may range from seeking comment on a proposal involving the community and stakeholders in discussion and debate on proposed options. Ensures informed input through making comprehensive information available to the community. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Website Email Social Media Surveys Online tools on Have your Say Face to Face at engagement events Pop ups at community events and spaces

				Feedback and submission forms

3.3 When it is Not Effective or Appropriate to Engage:
It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory Engagement
In some instances, the Shire of Corrigin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the *Planning and Development Act 2005*, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday Periods
The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and seven days before and seven days after Easter Sunday.

4. Definitions and Abbreviations

Engagement: The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation: Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community: A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Bulyee, Bullaring, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Corrigin.

Stakeholders: People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. a local school or sporting group.

Engagement tools/methods: The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement: Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

7.2 MAXIMUM NUMBER OF PERSONS – COUNCIL FACILITIES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **23 August 1995**
Amended: **19 April 2016**

Objective: To provide guidance on the hiring of Council buildings.

Policy: All hirers are to be advised of the maximum number of persons allowed in the following facilities under the provisions of the *Health Act 1911*:

- Corrigin Town Hall - 400
- Corrigin Recreation and Events Centre - as per table below:

Public Building Area	Type of Use	Maximum Numbers
Function Room/Bar	Dining	242
	Conference	484
Foyer	Hall	172
	Exhibition	43
Gym/Crèche	Gymnasium	17
Sports Hall	Hall (with all exits available)	916
	Gymnasium	305
Hockey/Netball Kiosk Room	Meeting Room	38
Total (at any one time)	Hall	1000

7.3 SWIMMING POOL – USE OF THE POOL BY CORRIGIN DISTRICT HIGH SCHOOL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended:

Objective: To provide guidance on the hiring of the outdoor swimming pools to the local District High School.

Policy: When Corrigin District High School is given exclusive use of the outdoor swimming pool for the annual faction swimming carnival or inter-school swimming carnival, all children and adults are allowed free entry to the facility.

No other members of the public can use the pool during the carnival.

7.4 SWIMMING POOL – VACATION SWIMMING LESSONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended:

Objective: To provide guidance on the entry charges for the outdoor swimming pools during Vacation Swimming Lessons (VAC swim).

Policy: Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed.

VAC swim swimming teachers are permitted free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

7.5 USE OF THE CORRIGIN RECREATION PRECINCT FACILITIES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **19 September 2001**
Amended: **17 October 2017**

Objective: To provide guidance in the use of the facilities at the Corrigin Recreation Precinct (O'Shea Place) facilities.

Policy:

Ram Field Days
The only people permitted to display rams in the recreation ground area for ram field days be those groups approved by Corrigin Ram Breeders Association is to be used. The Eastern portion only of the grassed area is to be used for such events.

Circus Visits
Circuses are permitted within the Shire of Corrigin subject to consultation with the CEO and Manager of Works

Use of the Oval
Only activities of a sporting nature are to be allowed on the Football, Cricket and Hockey areas, with the exception of the Corrigin Agricultural Show and the biannual Rotary Club of Corrigin's Car Event. The Eastern portion of the grassed area can be used for both sporting and other events.

7.6 CHILD SAFE AWARENESS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **23 October 2023**
Amended:

Objective: This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Corrigin is committed to ensuring children are safe and encouraging local organisations to adopt child safe practices.

Policy: The Shire of Corrigin supports and values all children and young people and is committed to ensuring their safety and, including protection from abuse.

This policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that it is important for the Shire of Corrigin to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Corrigin in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Scope
The safety and wellbeing of children is everyone's responsibility. This policy applies to all, employees, volunteers, trainees, work experience students and anyone else who undertakes work on behalf of the Shire of Corrigin, regardless of their work related to children or young people. It applies to occupants of the Shire of Corrigin facilities and venues, including visitors, contractors and suppliers.

Definitions
Abuse: is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions

- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.
- Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: encompasses the care and support of children and young people's overall development, learning, health, and safety.

Policy Principals
The rights of children and young people are upheld.

Children and young people are respected, listened to, and informed about their rights.

Children and young people have the fundamental right to be safe and cared for.

Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.

The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.

Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.

Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions
The Shire of Corrigin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Delivering child safe messages (for example at the Shire of Corrigin venues, grounds and facilities or events).

- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire of Corrigin has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

The Shire of Corrigin is not legally responsible for providing oversight of compliance with child safe practices but will take any reasonable steps to ensure that people and organisations that use the Shire of Corrigin facilities operate in alignment with the Child Safe Awareness policy.

The Shire of Corrigin will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

7.7 CORRIGIN DOG CEMETERY – MANAGEMENT AND BURIAL POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **21 July 2026**
Amended:

Objective: To establish clear, practical and consistent guidelines for the management, operation and use of the Corrigin Dog Cemetery, ensuring respectful burial practices, equitable access for the community, protection of the site as a valued tourism asset, and sustainable long-term use of available land.

Policy: The Shire of Corrigin recognises the Corrigin Dog Cemetery as a significant community and tourism asset and will manage the cemetery in a manner that is respectful, safe, environmentally responsible and sustainable. The Shire will oversee all activities within the cemetery to ensure consistency, safety and efficient use of land while supporting the ability for community members and visitors to memorialise their dogs in an appropriate manner. All burial activities, site works and memorial installations are subject to Shire approval and must comply with the requirements outlined in this policy.

This policy applies to all Shire staff, contractors, community members and visitors undertaking activities within the Corrigin Dog Cemetery, including burial of dogs, installation of memorials and the ongoing maintenance of gravesites.

This policy is to be read in conjunction with the Corrigin Dog Cemetery Guidelines that provide clear, practical information for Shire of Corrigin staff, community members and visitors on how burials are arranged, what is permitted at the cemetery, and how the site is managed.

The guidelines are designed to support the unique character of the Corrigin Dog Cemetery as a vibrant, creative and heartfelt place of remembrance. The intent is to balance respectful burial practices with the community's tradition of celebrating the lives of their dogs through personalised and colourful memorials, while ensuring the site remains safe, well-maintained and sustainable for future generations.

These guidelines will ensure that the cemetery remains a respectful, safe and sustainable place for current and future generations.

8 PARKS AND LANDSCAPING POLICIES

8.1 ROAD VERGE DEVELOPMENT CRITERIA

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **19 April 2016**
Amended:

Objective: To provide guidance to Council, the general public and the Shire administration on the appropriate landscaping development on road verges.

Policy:

- Council shall encourage and support the development of road verges in urban areas, using a dry garden style of either a native garden or cleared gravel.
- The preferred style for the Native Garden option is with irrigation for establishment and up to two trees/20m frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler is preferred.
- The trees shall be planted to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with the Manager of Works and Services.
- Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non-frangible items shall be placed on the road reserve. Weed control using weed mat with aggregate, mulch, gravel overlay is acceptable.
- No assistance shall be given by Council for development, ongoing operation or maintenance costs.

8.2 CEMETERY PLANTINGS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **19 December 2001**
Amended: **15 October 2024**

Objective: To ensure the Corrigin Cemetery is maintained in an orderly and aesthetically pleasing manner, while respecting the sanctity of the site and the wishes of the community.

Policy: The planting of trees around gravesites is prohibited. This policy is in place to maintain the cemetery's open appearance and prevent potential maintenance issues that may arise from tree root growth.

Any requests for beautification involving vegetation around gravesites must be submitted to the CEO prior for approval. This includes, but is not limited to, the planting of flowers, shrubs, or any other types of plants.

The Council aims to manage the Corrigin Cemetery in a manner that reflects the respect and dignity due to such a site. This includes regular maintenance, clear guidelines for cemetery usage, and ensuring the environment remains as serene as possible and respectful for visitors.

8.3 STREET TREES

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **15 November 2000**
Amended: **19 October 2021, 21 October 2025**

Objective: To guide Council and Administration on appropriate removal and replacement of street trees within the Shire of Corrigin.

Policy:

Street Tree Removal
Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the CEO.

Street Tree Planting
Street tree planting is only to be carried out during optimum planting periods and the species of tree to be planted must suit the location with due regard to power, telephone and water services.

The street tree replacement program is to be continued which will replace all the gum trees in the townsite that are currently causing problems with power lines and the roads and footpaths, and these are to be replaced with a more suitable variety.

The following factors influencing the selection of tree species within townsites in the Shire of Corrigin and have been identified to guide the introduction of new plantings and removal and replacement of existing trees. Individual species are to be selected based on the following criteria with preference given to native trees endemic to the Corrigin area.

Minimal water requirements
waterwise species will be selected and newly planted trees will only be watered until they are established. Established trees will be expected to survive without any watering although there may be certain exceptions for specific trees, climate or soil conditions.

Litter
The amount of leaf litter, fruit or seed drop must be at an acceptable level. Management of tree litter is essential, particularly of species prone to shed litter at certain times of the year. Higher levels of leaf litter may be acceptable if procedures are in place for its management.

Low risk of major limb failure
Trees notorious for a relatively high rate of limb failure will not be considered for any new street tree planting. In areas where such species are already in existence appropriate measures are to be undertaken for their management by remedial pruning techniques or removal. Limb drop is a natural event, and despite proper management and monitoring, it is not always possible to predict or avoid.

Longevity
Only species known to be long-lived will be considered, thereby reducing the need for ongoing replacement.

Minimal disturbance by roots to pavements, kerbing and roads
Species known to have vigorous and/or buttress root systems that lift pavements will be avoided.

Low maintenance
Selected species should need little in terms of watering, fertilising and pruning once established.

Termite infestation reduction
When trees are cut and trimmed, all debris is to be removed to reduce termite infestation

8.4 SHIRE OF CORRIGIN SIGNAGE POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: **19 September 2017**
Amended: **20 October 2020, 15 October 2024**

Objective: The Shire of Corrigin Signage Policy seeks to:

- assist with branding the Shire and orientating of visitors using an appropriate combination of signs;
- provide directions to the key destinations, attractions and activities in the town centre;
- establish a visual image of Shire of Corrigin through a coordinated physical and visual presentation that meets both regulatory and visual needs;
- provide consistent branding of the Shire that advises road users about the route they are following and gives directions and distances to Corrigin on the route; and
- provide information about Corrigin and businesses operating in the Shire at key sites.
- preserve and provide direction to key places of historical significance within the Shire and recognise the names of various localities within the Shire boundaries.

The Shire of Corrigin Signage Policy has been developed in response to the Shire's need for a consistent and integrated approach to entry and information signage across the Shire. The Policy seeks to establish a hierarchy of integrated signs for use within road reserves and on Council owned reserves.

Policy: This Policy will enable Council to ensure that signs erected provide clarity of direction, while being complimentary to the natural environment of the Shire.

The Policy establishes the types of directional signs, categorised by their purpose that are consistent, legible, informative and attractive.

SIGNAGE CATEGORIES

There are four signage categories:

Category 1: Themed entry signs on major roads that continue the branding of the Shire.



Sign Category No. 1 (actual)

Category 2: Themed entry signs on secondary or minor roads reflect the Windmill branding motif of Corrigin.



Sign Category No. 2 (Indicative)

Sign Category No. 3 (Indicative examples)

Category 3: Historical Sites and Locality Signage.

In conjunction with the Corrigin Historical Society in 2005 Council developed signage to acknowledge and preserve places of historical significance to the community as well as the localities that each part of the Shire is known by. The places noted for signage and locality importance are below:

Historical Place:

- Gnerkadilling
- Glenmore
- Jubuk
- Kurrenkutten
- Lomos
- Nambadilling
- Nornakin
- Sewells Rock
- Stretton
- Wogerlin

Locality Signs:

- Bulyee
- Kunjin
- Corrigin
- Gorge Rock

Indicative Information Bays and Sign Category No. 4

Category 4: Business and Industrial Area signage to provide guidance to visitors and residents as to where businesses are located in the industrial area and within the townsite. The Shire provides two industrial area signs frames on the corner of Boyd Street and Walton Street with the main highway (Kunjin Street). Businesses are able purchase for the cost of the signage a fingerboard sign that can be installed on these frames. These are the only signs that can have personal business names on them within the townsite. Farm businesses or other businesses outside of the town boundary may have blue directional signs installed on existing road signage by the Shire. The full cost of the sign and installation will be at the farm/business owner's expense.

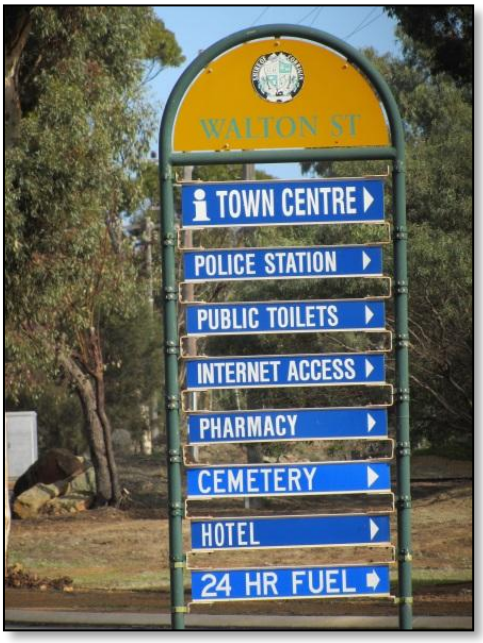
The Shire of Corrigin has information signs at the corners of Goyder Street, Walton Street, Kirkwood Street and the highway (Kunjin Street) directing people to businesses and services located within the town centre. Businesses and organisations can request Council install blue directional fingerboards on to these

signs but the sign will be of a generic nature and will not include business names. For example “Pharmacy” not the name of the business “Corrigin Pharmacy”. These signs and installation costs will be charged to the person requesting the signage.

These types of information signs are located throughout the townsite to mark places of interest, see below example at Apex Park.



Industrial Centre signage



Business/Information Signs



SCHOOL BUS STOP SIGNAGE

The Shire will arrange for suitable signage to be located at every new school bus stop. This includes crossing signs and turning bus signs. The number and design of suitable signage is at the discretion of the Manager of Works and Services.

The specification for bus signs are: B size 750x750mm – Fluro yellow/green and are to be used where required for the purpose of deficient sight distance and warn of children, not buses.

If the bus driver or parents have concerns regarding the signage they are to address these to the CEO.

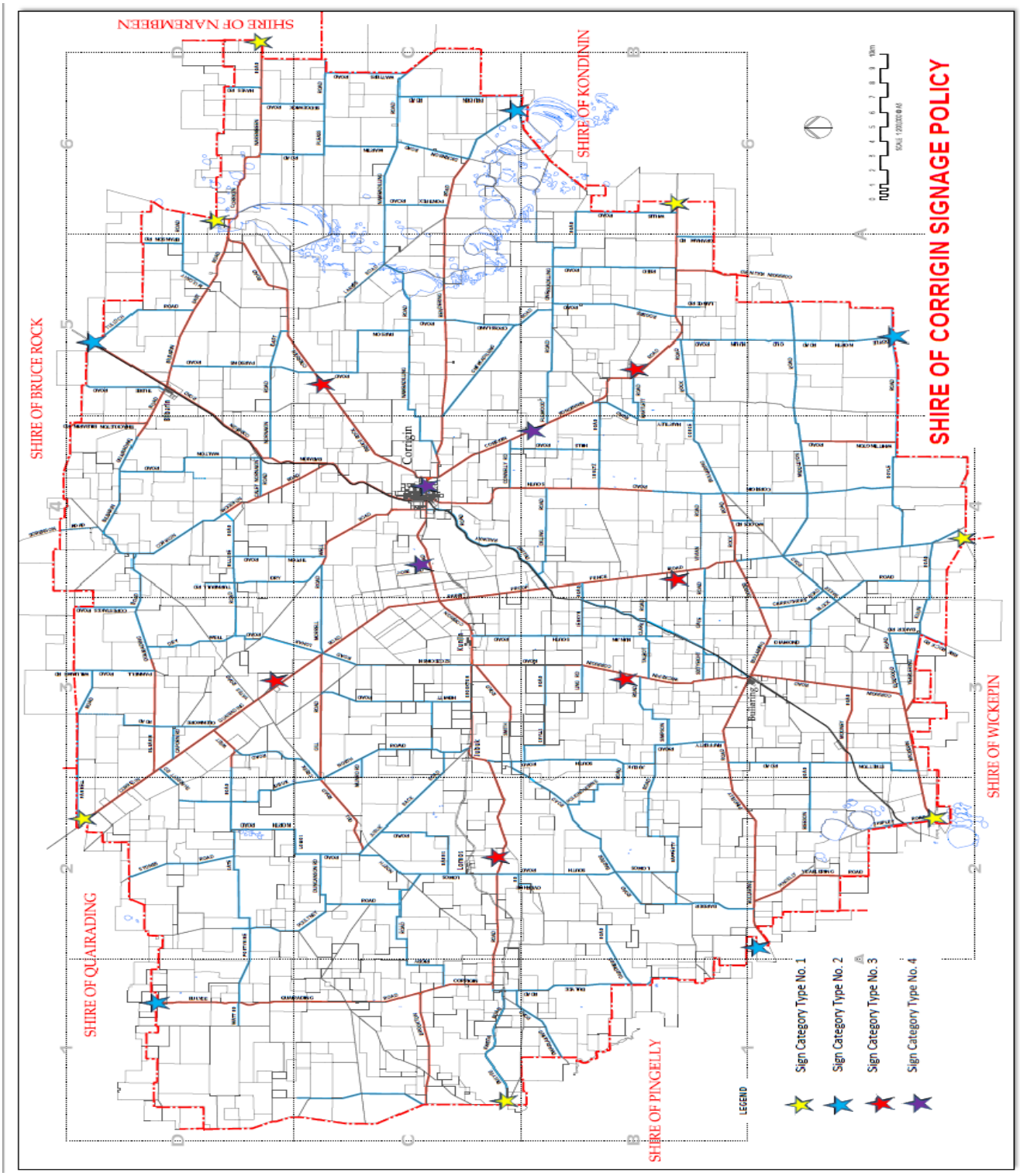
The school will be asked to provide up to date bus routes in November each year.

Once signage is no longer required at the location parents are asked to contact the Shire for the removal of the signage. To aid in this process an annual advertisement will be placed in the local newspaper asking parents to notify of the need for removal.

PROPOSED LOCATIONS FOR SIGN AND VISITOR BAY OPTIONS

The following Policy map identifies the roads where signs are to be erected along with the locations of the existing Visitor Bay at Rotary Park.

The reference to the locations of signs on the map is indicative only and signs will only be elected based upon a site inspection and where it is conclude that it is safe to do so. Main Roads WA (MRWA) approval will be support for signage along the Brookton- Corrigin Road as required.



8.5 MEMORIAL SEAT AND PLAQUE POLICY

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

Objective:

This policy aims to provide guidance on the placement of memorials and plaques and the planting of commemorative trees in the shire.

Ensure that applications for memorials, plaques and trees are managed consistently.

Policy:

This policy applies to the placement of memorials and plaques in the Shire of Corrigin owned or managed parks, reserves, public open space and streets and the planting of commemorative trees.

All memorials, plaques and commemorative trees placed on Shire of Corrigin owned or managed land will become Shire assets that are owned and under the care, control and management of the Shire.

This Policy does not apply to cemetery plaques.

Introduction

The Shire of Corrigin recognises that members of the community may wish to acknowledge or commemorate the contribution of a person or group of people to the service of the community with a memorial seat, plaque or tree.

Plaques and memorials in parks, streets and public open spaces will be limited to the following:

- An individual or association that has contributed significantly to the cultural, political or social development of the shire over a significant time eg. 30 years.
- A significant anniversary of an event unique to the history and development of the township or location.
- Historical or other information relevant to the site/location; and
- A public artwork of significance.

Applications

Applications will be assessed individually and will be subject to the following criteria and conditions:

- Applications for memorial must be received in writing to the Shire.
- Location of the memorial seat, plaque or tree will benefit the community.
- Size and design of the plaque must be appropriate to the location.
- Shire staff will coordinate the purchase, design, installation and maintenance of the plaque, street furniture or tree.
- Placement of the memorial seat, plaque or tree in shire owned or managed parks, reserves, public open spaces, or streets is to be determined by the Shire staff in consultation with the applicant.
- Applicants are to meet the cost of the purchase and installation of furniture, plaques and trees.
- Costs are to be determined on a case by case basis and applicants will be advised the costs prior to the application being presented to Council for consideration.

- The Shire reserves the right to remove a memorial after the expiry of 10 years or if it falls into a state of disrepair. The Shire will use reasonable endeavours to contact the applicant/next of kin to return the plaque or memorial.
- If a memorial plaque or piece of furniture is vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them.

Existing Memorial Bench Seat Plaques
All existing memorials on benches across the shire will be transitioned to a 10 year grant from the date of approval of this policy.

The Shire will be responsible for all costs associated with the repair, maintenance and replacement of the bench.

At the expiry of the grant, the memorial plaque will be removed at the discretion of the shire and, where possible, returned to the first named original applicant or their nominated agent. The shire will retain the bench seat as a shire asset.

9 BUSH FIRE CONTROL

9.1 ROADSIDE BURNING AND SPRAYING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 August 1998**
Amended: **15 October 2024**

Objective: To ensure appropriate approvals are in place before any roadside maintenance occurs.

Policy: No roadside burning is allowed by any persons within the Shire without the approval of the CEO in consultation with the Chief Bushfire Control Officer or Deputy Bushfire Control Officer. Similarly, any application to use chemicals on road reserves for firebreak protection must be submitted to the CEO for approval.

Must ensure to check for any rare or endangered flora or fauna so they aren't affected before burning or spraying takes place

9.2 BUSH FIRE CONTROL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended: **17 October 2017, 18 October 2022**

Objective:

- To minimise the risk of out of control fires
- To minimise the damage from fires
- To control burning within the Shire
- To ensure fire fighters receive adequate training
- To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

Policy:

The Council of the Shire of Corrigin is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

Bush Fire Advisory Committee
The Council is to establish a Bush Fire Advisory Committee.

The objectives of the Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Committee will advise the local government on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers and Harvesting Ban Officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee will meet twice yearly, (generally) once in March/April to elect officers and once in September/October to discuss preseason requirements.

Restricted and Prohibited Burning Periods
The Bush Fire Advisor Committee will recommend to Council the Restricted and Prohibited Burning Periods.

Automatic Harvest and Movement of Vehicle Ban
The Shire of Corrigin will impose an automatic Harvest and Movement of Vehicle ban on the following days:

- Christmas Day
- Boxing Day
- New Year's Day

Burning on Sundays
Within the restricted burning period, no person is allowed to light a fire on Sunday without the approval of a Bush Fire Control Officer.

Easter
No burning is permitted on Good Friday and Easter Sunday.

Movement of Vehicle Ban – Contractors in Paddocks
Contractors carting lime, gypsum and fertilizers are allowed to enter into a property owners paddocks to unload at any time there is a total movement of vehicles ban in place, on the condition that a manned fire unit with at least 500 litres of water in attendance.

The land owner is to ensure due care is taken to minimise fire risk when unloading in a paddock.

10 HOUSING AND LAND

10.1 DOCTOR AND DENTIST RESIDENCE GARDEN MAINTENANCE

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **31 March 1989**
Amended:

Objective: To ensure the Doctor and Dentist residences are maintained to a suitable level expected by the community, ratepayers and residents.

Policy: The Shire of Corrigin works staff will mow and maintain the lawns and gardens at the following residence as required:

- Doctors residence
- Dentist residence

10.2 PROCEEDS OF THE SALE OF INDUSTRIAL OR RESIDENTIAL LAND

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: **6 November 2002**
Amended: **17 October 2017**

Objective: To ensure funds are set aside for the future expansion of the Shire of Corrigin townsite.

Policy: The proceeds of the sale (less all annual loan repayments) of any residential or industrial land shall be placed in the Land Subdivision Reserve Fund.

10.3 TEMPORARY AND MOVEABLE ACCOMODATION POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **17 June 2025**
Amended:

Objective: This policy provides guidance to support applications seeking an approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

Policy:

Scope
This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with the Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries. If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Practice
This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered in the Commercial and Town Centre zones.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities

- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receival of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

11 WORKS AND SERVICES

11.1 GRAVEL SUPPLIES – ROAD CONSTRUCTION

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **31 March 1989**
Amended: **17 October 2017**

Objective: To provide guidance on the sourcing of suitable Gravel for road construction.

Policy: It is Council policy that where possible gravel for road building not be obtained from road reserves.

Where gravel supplies are required for roadworks, the Manager of Works and Services is to source gravel from landowners close to the road requiring maintenance. The Manager of Works and Service should approach the landowner concerned at least one month prior to the time when the works are due to commence. This notice is necessary to give the landowner time to make any domestic arrangement in relation to stock, etc. An agreement must also be signed by the Shire of Corrigin and landowner.

If landowners are unwilling to allow Council access for the gravel reserves on their land, that it be Council policy to arrange a meeting with the Shire President and/or local Councillor, CEO and Manager of Works and Services. If the landowner is still unwilling to allow Council access then Council can proceed to resume the land to enable the gravel to be obtained following the required legislative process.

All gravel pits opened on private property are to be reclaimed before the plant moves to the next programmed job unless other firm arrangements are negotiated with the landowner.

All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Where proven, Council will consider compensation for crop loss on a ‘case by case’ basis.

11.2 ROAD HIERARCHY, MAINTENANCE AND RENEWAL POLICY

Policy Owner: Works and Services/Governance and Compliance
Person Responsible: Manager Works and Services, Executive Support Officer
Date of Approval: **15 October 2019**
Amended: **21 October 2025**

Objective: The purpose of the Road Maintenance and Renewal Policy is to establish the framework for implementing consistent and equitable road management processes throughout the Shire of Corrigin.

Policy: Council aim is to provide a safe and secure road network that contributes to an improved quality of life for the community. The road network in the Shire of Corrigin is separated into various components and funded from different sources.

Background
Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council is committed to implementing a systematic management regime across the road network that falls under Council responsibility.

The aim is to strike a balance between optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context. Roads vary in their construction and the environment in which they are required to function. Competing demands for resources across a full range of Council services means that the resources available to undertake new construction work and maintenance activities may not always meet community expectations.

A strategic approach to road management will ensure Council delivers the highest level of service within budget constraints. Regional roads as identified in MRWA's *"Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road"* are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government grants (Roads to Recovery funding). Without these grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In terms of an overall Asset Management Process Council has adopted an Asset Management Plan Council Policies: *2.16 'Significant Accounting Policies'* (noting that the policy addresses major depreciation periods for roads) and *11.3 'Road Maintenance'* (noting that this policy replaces *11.3 'Road Maintenance'*). This policy draws on elements of the Asset Management Plan and Council Policies and is also linked to the delivery of the community's priorities and expectations captured in Shire of Corrigin Council Plan 2025 - 2035.

Role of Council
With the high levels of road infrastructure assets held by the Shire in the areas of roads, streets, footpaths, kerbs, drains etc there is a need to define minimum standard roads which reflect and meet community needs but not necessarily community expectations.

The Local Government Act 1995 defines the role of Council as follows:

s2.7 . Role of council
(1) The council —

(a) governs the local government's affairs; and
(b) is responsible for the performance of the local government's functions.
(2) Without limiting subsection (1), the council is to —
(a) oversee the allocation of the local government's finances and resources; and
(b) determine the local government's policies.

With regard to the maintenance, renewal and upgrade or the road network, the role of Council is to assess the priorities and deliver a realistic and achievable program to the community based on available funding and resources.

Levels of Service / Intervention Levels
Levels of service describe what Council intends to deliver within an acceptable timeframe. Performance indicators and targets are used to measure how Council meets it obligations.
Factors such as the condition of the road asset, capacity and projected demands influence the Shire of Corrigin ability to meet levels of service. Intervention levels are linked to the levels of service and define trigger points in asset conditions that determine the types of work to be carried out on an asset. The intervention levels and maintenance programs are the primary source of determining requests for service from members of the community. This approach aims to support consistent and equitable outcomes to our decisions.

The Shire of Corrigin will undertake a road inspection each year to monitor the condition of the road assets and assess whether the 10 Year Road and Footpath Program needs to be amended. Special attention is to be given to the maintenance of major transport and school bus routes. These routes should receive priority at the commencement of the winter maintenance grading season and at the beginning of the school year.

The schools and Public Transport Authority will be asked to provide up to date bus routes in February each year.

Risk Management
The identification and prioritising of risks will determine what resources are required to minimise any possible impact to the travelling public.

Budgeting
In formulating the road component of the Council annual budget, every effort will be made to allocate appropriate funding to maintain and enhance the long term condition of the road network. Budget constraints and funding availability will determine the allocation of finances and resources and the implementation of policies and procedures associated with the road network.

Transport Infrastructure
Council has set standard roads which are expected to meet current and projected transport demand. Local Governments are under pressure to meet the expectations of transport operators for bigger, faster and heavier vehicles and must balance this demand against the limitations of funding and resources to upgrade and maintain the road network.

Many of the roads in the Shire of Corrigin have now been added to the Main Roads Heavy Vehicle – Restricted Access Vehicle (RAV) network. Council can request Main Roads WA (MRWA) to review the RAV rating at any time however in doing so, Council will have regard to the impacts of an increased RAV rating

on the road network and the ability of the Shire to maintain a road to the RAV rating sought.

RAV rated roads have been assessed by MRWA and can be found on the MRWA website:
https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/rav.aspx

Road Hierarchy
The following roads have been previously identified by Council as priority roads and are shown on a map in Appendix 5.

Road Name	2030 Road	Council Road Hierarchy Level	Length currently to Type 5 Standard** (km)	Length currently to Type 4 Standard** (km)	Length currently to Type 3 Standard *** (km)	Total Length (km)
2030 Roads – to be constructed to Type 5 Standard Road						
Babakin – Corrigin Rd	Yes	Priority Collector Route # 1	14.59	5.99		20.58
Bullaring – Pingelly Rd	Yes	Priority Collector Route # 2	8.45	9.32		17.77
Bullaring – Gorge Rock Rd	Yes	Priority Collector Route # 2	1.21	12.03	11.24	24.48
Bulyee Rd	Yes	Priority Collector Route # 1	11.98			11.98
Corrigin – Bruce Rock Rd	Yes	Priority Collector Route # 1	14.48	8.72		23.20
Corrigin – Narembeen Rd	Yes	Priority Collector Route # 1	12.14	1.21		13.35
Lomos South Rd	Yes	Priority Collector Route # 3	6.97			6.97
Quairading – Corrigin Rd	Yes	Priority Collector Route # 1	7.17	18.51		25.68
Rabbit Proof Fence Rd	Yes	Priority Collector Route # 1	16.64	12.66		29.30
Wickepin – Corrigin Rd	Yes	Priority Collector Route # 2	5.50	27.36		32.86
Walton St	Yes	Limited Rural Road	1.90			1.90
Yealering – Kulin Rd	Yes	Limited Rural Road	0.16	2.34	11.39	13.89
Total Lengths (2030 Roads)			**101.19**	**95.80**	**22.63**	**221.52**
Non 2030 Roads But Priority Collector Route Roads (Shire Hierarchy Policy)						
Bilbarin East Rd	No	Priority Collector Route # 3	0.26	10.51		10.77
Bilbarin – Quairading Rd	No	Priority Collector Route # 3		12.62	16.23	28.85
Barber Rd	No	Priority Collector Route # ?			19.00	19.00
Bendering Rd	No	Priority Collector Route # 3	0.71	21.34	5.78	27.83
Bulyee – Kweda Rd	No	Priority Collector Route # ?	0.03	0.15	8.26	8.44
Bulyee – Quairading Rd	No	Priority Collector Route # 3	0.46	14.40		14.86
Corrigin South Rd	No	Priority Collector Route # 1	1.71	15.48	9.41	26.60
Doyle Rd	No	Priority Collector Route # 1			4.39	4.39
Dry Well Rd	No	Priority Collector Route # ?	0.26	7.35	14.21	21.82
Gill Rd	No	Priority Collector Route # ?		14.47	0.1	14.57
Lomos North Rd	No	Priority Collector Route # ?			16.90	16.90
Total Lengths (Non - 2030 Roads)			**3.43**	**96.32**	**94.28**	**194.03**
Total Lengths (2030 & Non - 2030 Roads)			**104.62**	**192.12**	**116.91**	**415.55**

** Note : Type 5 standard is a sealed pavement to 7.0m seal width. Type 4 standard is a sealed pavement with seal width < 7.0m.
*** Note : Type 3 standard is an unsealed (but paved) road.
Note : Those roads shown with an unknown (?) Priority Collector Route level, are listed in Council's Road Maintenance, Renewal and Hierarchy Policy as Priority Collector Routes, but are not highlighted on the marked up Shire Road network plan which shows the level of Priority.

The Council has set a road hierarchy and associated maintenance and renewal levels and standard road. Works staff will be required to meet and maintain these standard roads as a performance measure across the organisation. Roads may be defined as follows:

- Major roads - Generally these will be regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- Limited Local Roads - Generally unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as

school bus routes, harvest destinations and other factors will be considered.

- Feeder roads and streets - Generally are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

Road Name	Road type	Maintenance arrangements
Bilbarin East Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bilbarin Quairading Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Babakin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Barber Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Bendering Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bullaring-Pingelly Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bullaring-Gorge Rock Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bulyee-Kweda	Gravel Road	Grade edges once a year during winter if conditions allow
Bulyee Quairading Rd	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Corrigin-Bruce Rock Road	Wide Bitumen	Maintenance patching where required
Corrigin-Narembeen Road	7m Wide Bitumen seal	Where required, grade edges once a year during winter if conditions allow
Corrigin South Road (and Doyle Road (West)	Half gravel road	Sections of the road will be graded once a year if conditions allow.
Dry Well Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Gill Road, Kunjin	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Lomos South Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Lomos North Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Quairading-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Rabbit Proof Fence Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Wickepin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow

Major Roads and Collector Roads

Performance Measures – Major Roads and Collector Roads

The priority given to road maintenance due to the importance of retaining and preserving the existing road at an acceptable standard and it is the primary level of service delivery for the transport needs of the community. Road maintenance of major roads and collector roads will be as follows:

- Maintenance grading of roads, cleaning of back cuts, drains and culverts at times of optimum moisture content is to be a priority in works programming. Maintenance grading is to include the use of rollers for compaction (where applicable).
- Every major road in the Shire is to be maintenance graded at least once per annum during the optimum moisture period (where applicable).
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. Bus routes are to be graded at least once per year and inspected on a regular basis. Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs (where applicable).
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface (where applicable).
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- Additional maintenance grading or remedial grading is to be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on school bus routes with these being inspected at least once a month.
- Guide posts and signs to be replaced as needed as part of the road maintenance program.
- Shoulders on bitumen roads to be maintenance graded in periods of optimum moisture. Work to include compaction and sweeping.
- Pothole repairs to be addressed within one week of being formally reported. This also applies to bitumen edge failures, culvert failures/blockages cleared and other road defects.
- All culverts and drains to be inspected prior to winter each year and any blockages cleared.
- Where back cuts can be identified on road verges these are to be graded at least once in each three years to retain the exemption under the Clearing of Native Vegetation Regulations and to provide a transport corridor clear of vegetation.
- Longitudinal and non-off drains on all roads are to be kept clear of vegetation and debris. Scouring is to be rectified as practical.

List of Limited Rural Roads

Road Name	No. Maintenance Grades per annum
Baker Road, Bullaring	1
Bartlett Road, Gorge Rock	1
Beeson Road, Bullaring	1
Branson Road, Gorge Rock	1
Boundary Road, Corrigin	1
Bullaring Railway Road, Bullaring	1
Bulyee Kweda Road, Bulyee/Kweda	1
Caley Nornakin Road, Corrigin	1
Caley Watson Road	1
Caporn Road, Adamsvale	1
Carruthers Road, Bullaring	1
Copestakes Road, Shackleton	1
Connelly Road, Corrigin	1
Corrigin - Wogerlin Road, Corrigin	1
Corry Road, Bulyee	1
Cowcill Road, Bulyee	1
Creek Road, Adamsvale	1
Crossland Road	1
Diamond Block Road	1
Dickinson Road, Kurrenkutten	1
Dilling Road, Corrigin	1
Dilling Railway Road, Corrigin	1
Dillon Road	1
Doyle Road, Bullaring	1
Duncanson Road, Bulyee	1
Dwarlaking Road, Bulyee	1
Elsegood Road, Bullaring	1
Fulwood Road, Gorge Rock	1
Gardners Road, Bulyee	1
49 Gate West Road	1
Georges Road, Kurrenkutten	1
Glenmore Road, Adamsvale	1
Gnerkadilling Road, Gorge Rock	1
Graham Road, Gorge Rock	1
Grylls Road, Kunjin	1
Harris Road, Kunjin	1
Hartley Road, Corrigin	1
Hewett Road, Kunjin	1
Hayes Road, Kurrenkutten	1
Heal Road, Corrigin	1
Hills Road, Corrigin	1
Hillside Road, Adamsvale	1
Hovell Road, Bullaring	1
Jenkyns Road, Kunjin	1
Jose Road, Corrigin	1
Jubuk Back Road, Kunjin	1
Jubuk North Road, Kunjin	1
Jubuk South Road, Kunjin	1
Kunjin South Road, Kunjin	1
Larkes Road	1

Lange Road, Gorge Rock	1
Ling Road, Kunjin	1
Lohoar Road, Adamsvale	1
Martin Road, Kurrenkutten	1
Middleton Road, Gorge Rock	1
Morrell Road, Corrigin	1
Mooney Road, Bullaring	1
Mulcahy Road, Babakin	1
Munro Road, Kunjin	1
Nambadilling Road, Corrigin	1
Nornakin East Road	1
Old Kulin Road, Gorge Rock	1
Pannell Road (near) Wamenusking	1
Overheu Road	1
Parsons Road, Corrigin	1
Pontifex Road, Kurrenkutten	1
Polkinghorne Road, Kunjin	1
Poultney Road, Kunjin	1
Pruden Road, Kurrenkutten	1
Rafferty Road, Bullaring	1
Reed Road, Gorge Rock	1
Rigby Road, Bulyee	1
Rogers Road, Gorge Rock	1
Sedgewick Road	1
Schultz Road, Gorge Rock	1
Shackleton-Bilbarin Road, Bilbarin	1 (edge)
Simpson Road, Bullaring	1
Sharret Road, Adamsvale	1
68 Gate Road, Bullaring	1
Shipley Road, Bullaring	1
Sorensons Road, Babakin	1
Smith Road, Kunjin	1
Szczecinski Road, Adamsvale	1
Stones Road (near) Wamenusking	1
Stretton Road, Bullaring	1
Squiers Road, Bulyee	1
Swainston Road, Bullaring	1
Talbot Clark Road, Bullaring	1
Tilbee Road, Babakin	1
Tipton Road, Corrigin	1
Turnbull Road, Adamsvale	1
Tulloch Road, Bilbarin	1
Watt Road, Bulyee	1
Walton Road, Bilbarin	1
Whittington Road , Bullaring	1
Williams Road	1
Willis Road, Gorge Rock	1
Wilson Road	1
Woods Road	1
Yates Road	1
Yealering-Kulin Road, Yealering	1
Yealering South East Road, Yealering edge	1
Vivian Road, Bullaring	1

Performance Measures - Limited Local Roads

The priority given to road maintenance is due to the importance of retaining and preserving the existing road to an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of Limited Local Roads will be as follows:

- Every limited rural road in the Shire included on the list below is to be maintenance graded at least once per year during the optimum moisture period. Compaction is to be part of the road maintenance process. All roads that are reconstructed are to be cleared to a width of 14 (fourteen) metres.
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. School bus routes will be inspected regularly and where-ever possible will be graded twice per year. Additional maintenance or remedial grading of school bus routes will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs.
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface.
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to culvert failures or damaged signs.
- This high priority designation has been given to renewal as this is a primary method of preserving and enhancing road assets in at least the existing standard road and it is the secondary level of service delivery for road infrastructure behind road maintenance.

Town Roads

Adams Street	Crossland Street
Airstrip Access Road	Dartee Street
Attwood Street	Davies Street
Bonds Road	Forrest Street
Boyd Street	Franklyn Street
Caley Way	Gayfer Street
Camm Street	Goyder Street
Campbell Street	Hill Street
Campbell Street West	Janes Drive
Centenary Avenue	Jose Street
Channon Close	Kirkwood Street
Connelly Parade	Larke Crescent
Courboules Crescent	Lynch Street
Kirkwood Street	Murphy Street
Larke Crescent	Newman Street
Lynch Street	Osborne Street
Knight Court	Rendell Street
Malcolm Street	Rolf Street
Mcandrew Avenue	Seimons Avenue
Mann Street	Scenic Lookout Road
Murphy Street	Spanney Street
Newman Street	Station Street
Larke Crescent	Talbot Street

Lynch Street	Tassell Street
Knight Court	Turner Avenue
Malcolm Street	Walton Street
McAndrew Avenue	Williams Road
Mann Street	

Feeder access routes

Gorge Rock Access	Town Laneways
Dry Well Road Spur Road	War Memorial Access
Bulyee Road Spur	

Performance Measures – Town Roads and Feeder Access routes
The priority given to road maintenance due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of feeder roads and streets will be as follows:

- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to bitumen edge failures, culvert failures or damaged signs.

Road Maintenance
Within the roads classifications works can be programmed based purely on asset preservation priorities and performance measures. Asset management priorities and delivery standard roads Council has and will focus on preservation methodologies across the transport modules to maximise community benefits through rigorous asset management.

The asset management processes will also be used to set performance measures across the organisation which is identifiable and quantifiable to ensure that nominated objectives and targets are met.

The provision of Sealed and unsealed road standards and are provided in Appendix 1 and 2. Appendix 3 provides guidelines for the temporary closure of unsealed roads during and after rainfall events.

To ensure continuity of road grading performance, the Policy also includes a Maintenance Grader Manual and declaration from the employee that they have read and understood the Maintenance Grader Manual at Appendix 4.

Neighbouring Shires must be consulted when works are proposed on roads along shared boundaries.

Road Renewal
Renewals must be properly considered in planning for the future and long term asset and financial management plans as failure to do so will result in the need for full or partial re- construction at a much higher cost then programmed renewals and ongoing maintenance.

The construction of major roads is almost always dependent on external source funding and work is generally at a high cost.

a) Regional road grant applications to be a priority for renewal projects.
b) Crack patching, pothole repairs and bitumen edge reinstatements and sealed road shoulder repairs to prevent edge drop-off and surface damage are to be programmed and done progressively.

Allocations of renewal expenditure will be based on retaining fit for purpose standard roads the road category traffic volumes, road safety and surface deterioration levels. Priority is given to renewal projects in grant fund applications (regional roads and roads to recovery) as works will significantly extend both the life and the standard road of the road/street. Additional by renewal projects score more heavily in regional road funds through the multi criteria analysis than upgrade or expansion projects.

Consideration may need to be given to the use of asphalt as surface renewal on town streets as this provides a greater surface life, it corrects surface anomalies, improves road safety, improves drainage and significantly improves town site aesthetics. The use of asphalt may also need to be considered for intersections of feeder and major roads to protect the road surface in the turning circle of heavy vehicles. Crack patching, pothole repairs, bitumen edge reinstatements and the prevention of edge drop-offs are of prime importance in the asset preservation of sealed roads.

The capacity of the Shire of Corrigin to extend or enhance road assets under existing and projected financial resources is limited. The Shire of Corrigin receives significant funds from Roads to Recovery however there is no certainty that this fund will continue or be distributed at the same level and under the same conditions as it has been in the past.

Roads which have been upgraded or expanded over the past ten years have be identified and programmed for renewal and maintenance as these are likely to be high value assets and will need re-seals, re-sheets in the next ten years.

The 10 Year Road and Footpath Program and Asset Management Plan outlines the proposed maintenance, renewal and upgrade or roads and footpaths in the Shire of Corrigin from 2019 to 2029. This plan will be reviewed annually and adjusted according to available funds and changes in road condition, traffic volumes and transport requirements.

Road Expansion
This component of road programming is creating an enhanced and higher value asset in the first instance and it necessitates planning for maintenance and renewal in the second instance.

The enhanced/upgraded roads would generally fall under the feeder and major roads categories and are of strategic importance in dealing with the agricultural production freight tasks. The financial capacity to continue to create new assets or to add value to existing assets is under threat and may no longer be realistic, achievable or sustainable into the future.

Expansion programming should be justified and quantified by relevant data and not be based on assumptions or sector demand. Road counts to verify traffic volumes, types of vehicles and equivalent standard road axle use must be quantified by official road counts. Road counters will be in use for a minimum of 40 weeks per year in peak and low seasons as specified and required for Main Roads WA grant applications.

Road Counters are to be undertaken on the following basis:

- These are to be in operation across the Shire of Corrigin road network for a minimum of 40 weeks per year.
- Count periods for regional road grant roads are to be strictly in line with Main Roads WA guidelines and directions.

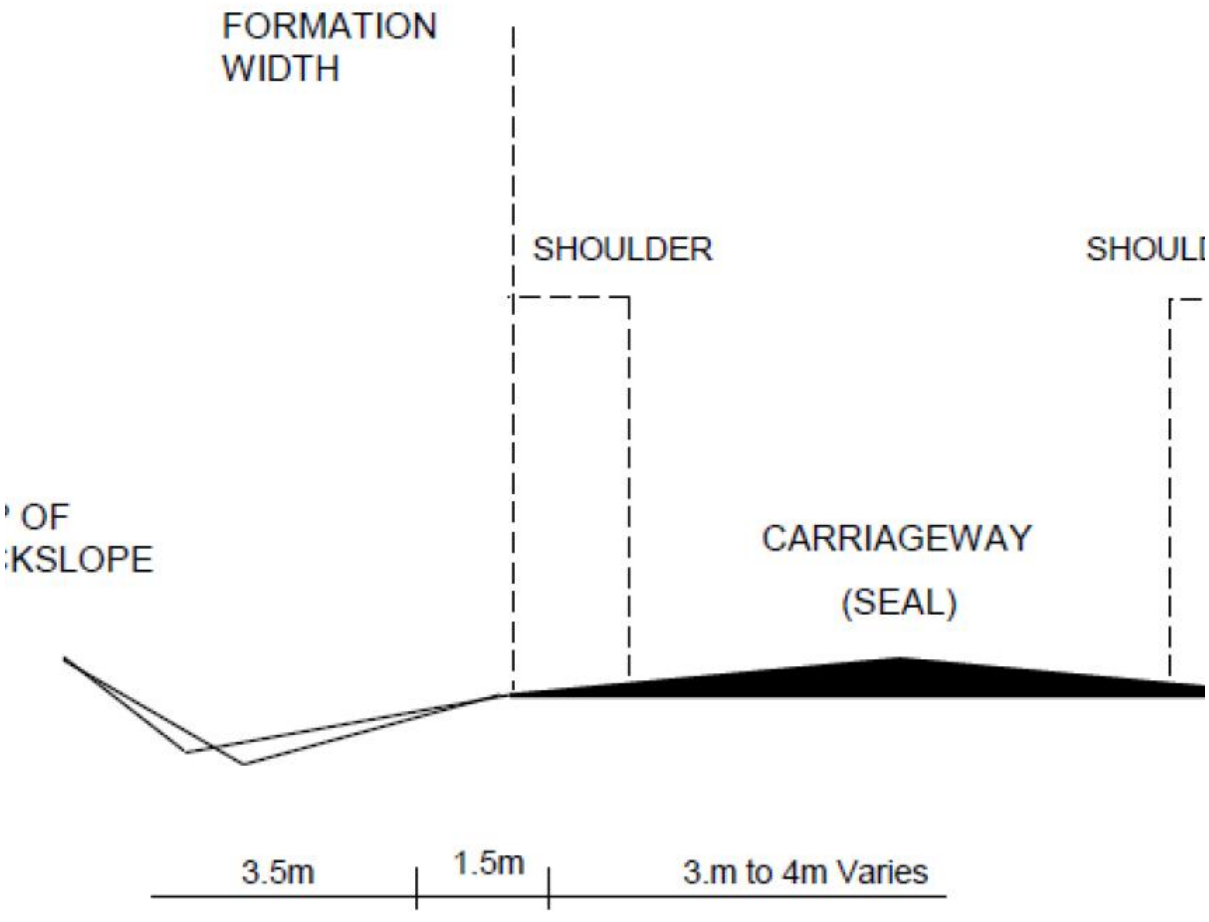
- Road count data is to be downloaded into the RAMM/Roman II system within one week hours of the count completion.

The priority given to road maintenance is due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community.

The road categories determined by Council are strongly supported by the road listings under *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road* which accredits the designated roads as regional roads with a qualification for funding under the State Agreement for regional road projects.

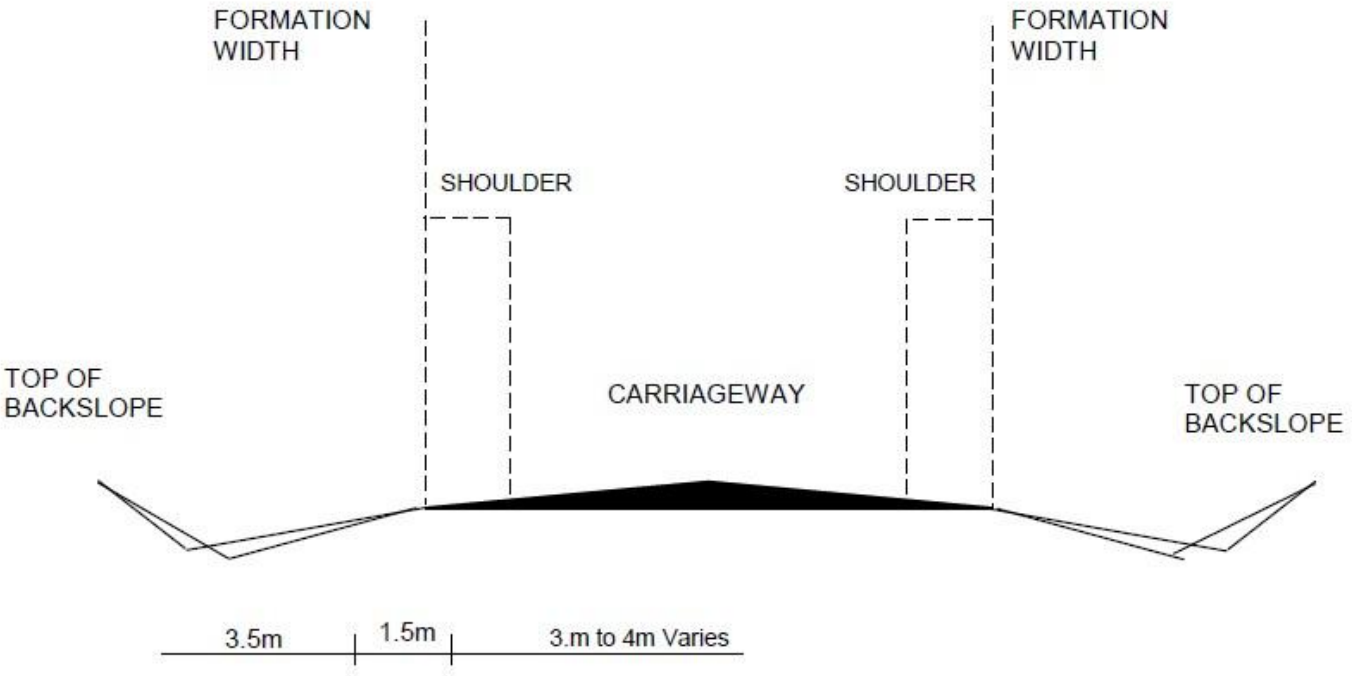
APPENDIX 1 Sealed and Unsealed Road Standards
The following provides a generic definition of the standard applicable to sealed and unsealed road construction and maintenance as follows:

ATTACHMENT 5.11(A) SEALED/UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS "A" & "B" CLASS ROADS



Specifications
Formation Width 15-18m
Pavement Width 10.00m Measurement of the I

ATTACHMENT 5.11(B) UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS "C" CLASS ROADS



Specifications		
Formation Width	15-18m	
Pavement Width	8.00m	Measurement of the backslope to be decided
Carriageway Width	6.00m	by the Works Supervisor taking
Shoulders	2 x 1.0m	into account the locality.
Traffic Lanes	3.00m	
Cross Fall	4% minimum	Road Reserve is to be kept clear of all regrowth by
	5% maximum	means of clearing and or by chemical spraying.
Batters	1-3 minimum	Tree canopy to be cut back to vertical at top of backslope.
	1-4 maximum	Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

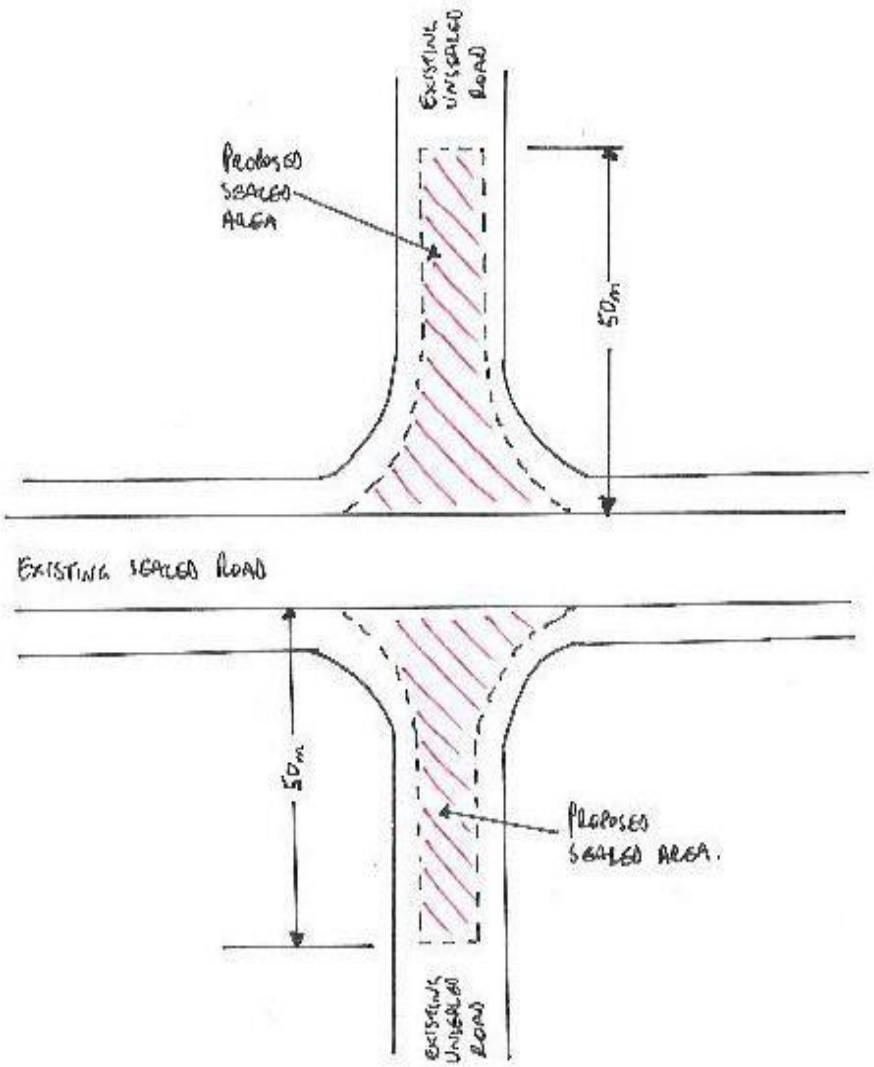
Note: Extent of clearing to be top of backslope.

APPENDIX 2: Sealing of Unsealed Roads at Sealed Road Intersections

Policy
The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re- sheeting the unsealed road up to a sealed road intersection.

Objectives
To reduce maintenance costs of unsealed roads at sealed road intersections.

Guidelines
Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection. The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road. Each occurrence should be considered on its merits based on traffic volumes and maintenance history



APPENDIX 3 Temporary Closure of Unsealed Road During/After Rainfall Events

Policy
Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995*, and the *Local Government (Functions and General) Regulations 1996*.

Objective
To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.

Guidelines
Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.

Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining local governments, via notices will be posted at the Shire Administration Office the Shire Website, Facebook posts and where applicable, using the Harvest Ban text messaging service.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by the most efficient means possible.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the *Local Government Act 1995*. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the *Local Government (Function and General) Regulations 1996*.

APPENDIX 4 Maintenance Grader Manual

Machine Maintenance and Operations

- A pre start check of machine is to be under taken before machines are started.
- Blades are to be rotated at the drivers' discretion to gain maximum life out of the cutting edge. When changing your blades always have the assistance of another person.
- When turning the blade check to make sure that blade does not come into contact with the steps, tires, any hydraulic fittings or the under body of the machine.
- The machine is to be greased at least every second day or every ten machine hours. Air cleaner is to be checked and cleaned out on a regular basis, do not go by the dust indicator on the side of the air cleaner. Make sure that the air cleaner to the air conditioning unit is checked regularly and cleaned.
- Tyre pressure is to be kept at the right pressures for the machine. If you are not sure ask your supervisor.
- Starting and all operations of machine are to be done only when you are sitting in the operator's seat.
- Keep windows clean at all the times so that your vision is not impeded. Keep inside of machine clean at all times so that the operations of the machine can be carried out is a safe manner.
- Do not move machine forward or in reverse until you have made sure it is safe to do so.
- Before shutting down the machine lower rippers and blade onto the ground. Always put your handbrake on when leaving machine unattended.
- Never place any part of your body under the blade or ripper if they are in the raised position.

Daily Operations

- It is expected that a minimum of five (5) kilometers of road (Winter Grade) is completed in a normal working day inclusive of all 7 cuts and drains.
- The fuel truck is to be filled at the end of the working day.
- Report all damage to your supervisor.
- If conditions are too wet, stop work and contact your supervisor
- The machine is to be parked in a clear area so not to cause an obstruction to the public or cause a traffic hazard.
- If signs and guide posts are observed to be missing or damaged, record the type and location and pass on to your supervisor.
- When grading past culverts ensure that you do not hit the top of the culvert and damage it. If damage does occur, record the details and pass on to your supervisor.
- All floodways are to be cleaned of any grass or overburden, windrows are not to be left that restrict the flow of water

Maintenance Grading Guide

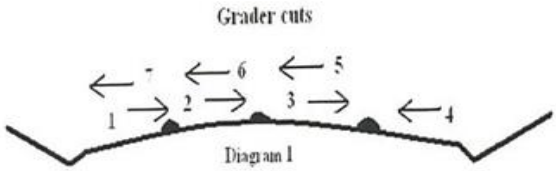
- **Winter Grades**; are to be three (3) cuts across road and four (4) back as can be seen on diagram below this may vary according to the width of the road.
- Traffic Management Plans for maintenance grading shall be in place prior to the commencement of grading. Flashing lights are to working at all times.

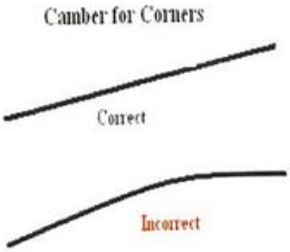
- The first grader cut should be started on the opposite side of the road to where the final cut was made when it was last graded. (This will stop one side of the road losing its coarse base).
- All grass is to be graded off road before grading is to start.
- A crown with a least a 4% fall is to be maintained at all times. As shown on diagram below. We do not want flat roads.
- Where the batters on a road can be graded without damage to machines they are to be battered. If trees or shrubs are causing a traffic hazard they are to be removed. If a grader cannot do the job report it to your supervisor.
- If a load of gravel is needed to fill in potholes or a wash away, request for a load of gravel and repair damage while you are there.
- There is to be no windrow left at the completion of the grading. All rocks and sticks are to be removed off the road surface.
- Any excess soil is to be graded up the batter.
- No loose sand or rocks are to be left in the middle of the road, if it can't be compacted grade it off.
- All curves in the road surface are to be free of any loose stones or gravel.
- All cambers on the bends in our roads are to be maintained as can be seen on diagram below and shall not be graded so that there is a crown in the middle of the road.
- All off shoots to be cleaned out so that water will flow out the back of them. They are to be graded in a way so that the soil is not flat and water will flow down them not over the top of them. At least 2 cuts is preferred
- In order to avoid causing a traffic hazard, the start of an offshoot is not to start on the driving surface of the road, but in the drain as shown on diagram below.
- Windrows are not to be left so as to obstruct driveways, gateways or across intersections.
- To prevent the formation of potholes, all roads are to be graded up to all sections of bitumen
- Shrubs or grass affecting the line of site on a bend shall be removed for a distance of 180 meters.

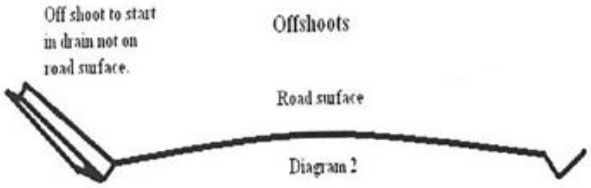
- **Summer Grades**; are to be four (4) cuts across the road with the windrow left on the side of
- the road. Cuts are to be made in the windrow to allow water flow into the off shoots. To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks.
- The roller should be behind the grader on cut 1 compacting the windrow into the bitumen edge.
- A minimum amount of soil should be placed on the bitumen. Note: if the shoulder does not have enough width, lift the blade to ensure the windrow falls on the edge of the bitumen.
- The roller should make at least two passes following cuts two (2) and three (3).
- If grass covers the bitumen, cut it off prior to the commencement of grading.
- All offshoots should be cleaned out.
- To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks. If there is too much soil left on the road following grading, contact your supervisor to arrange the road to be swept.

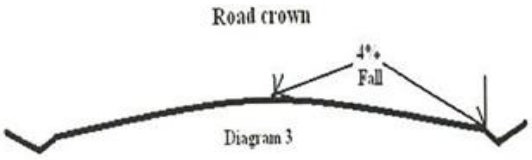
Bitumen Shoulder Grading

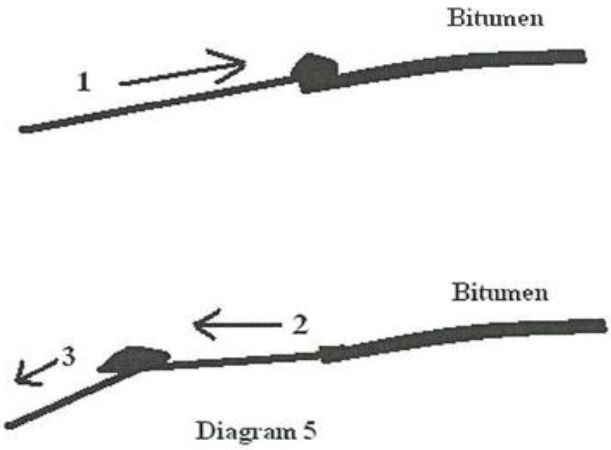
Is to be done with one (1) cut up to the bitumen and two cuts off the bitumen as shown on the diagram below











Manager of Works and Services

The employee has been instructed on the contents contained in the Shire of Corrigin Maintenance Grader Manual and issued with a copy.

Signature of Manager of Works and Services

Date

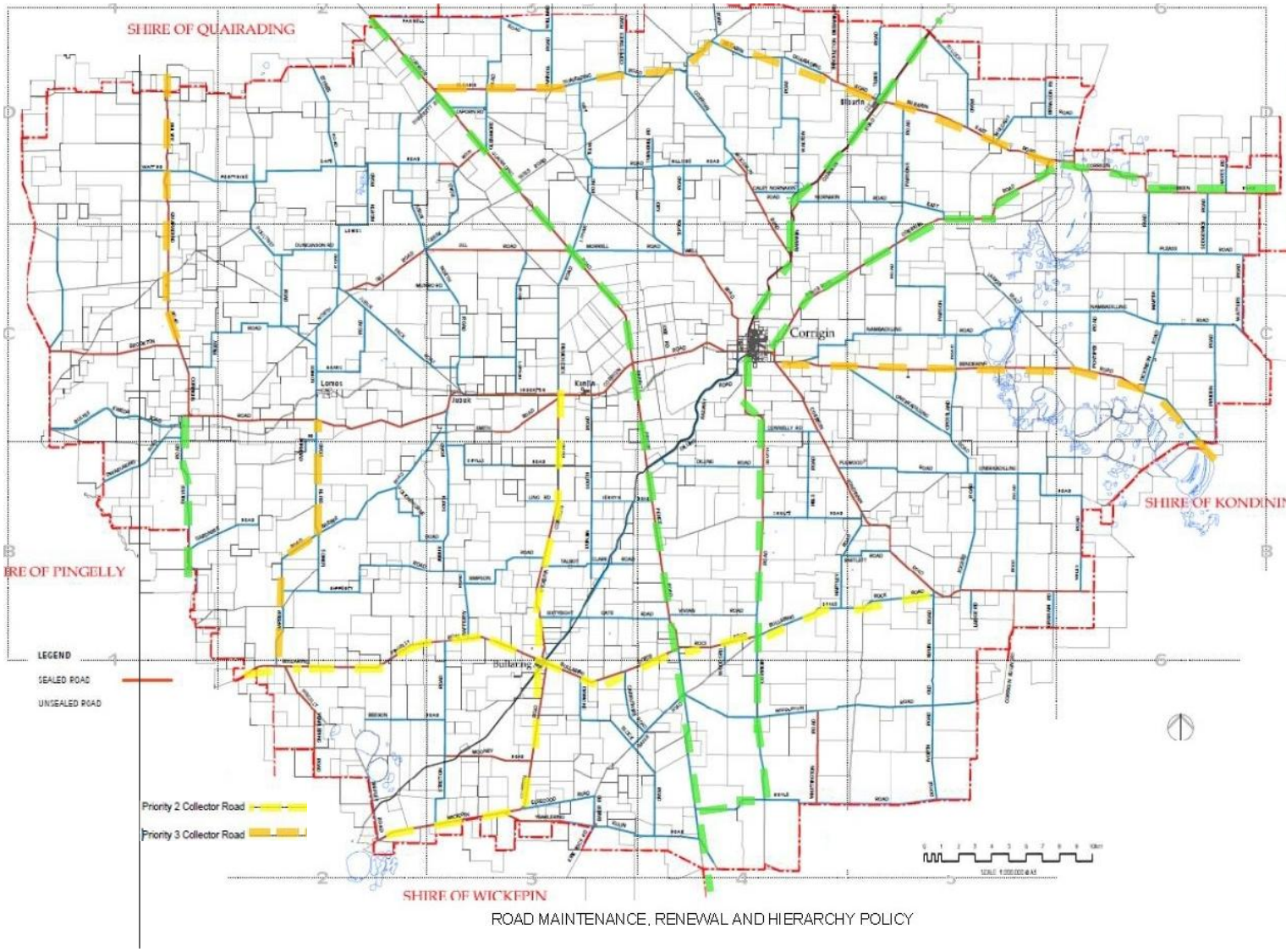
Employees Declaration:

I have received the Shire of Corrigin Maintenance Grader Manual and been instructed on its contents. I declare that I have read and accept the information and requirements contained in the Shire of Corrigin Maintenance Grader manual.

Employee Name **Signature**

Date

APPENDIX 5 Road Hierarchy



ROAD MAINTENANCE, RENEWAL AND HIERARCHY POLICY

11.3 ASSESSING APPLICATIONS TO OPERATE RESTRICTED ACCESS VEHICLES (RAV) ON LOCAL GOVERNMENT ROADS

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: **19 March 2019**
Amended:

Objective: The objective of this policy is to provide guidance when assessing an application to add or amend a road on the Restricted Access Vehicle network.

Policy: This policy authorises the CEO to conduct a preliminary assessment of RAV applications to ensure there are no obvious issues that would deem RAV access unsuitable and provide Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network. If the road is deemed unsuitable it may be considered for a Restricted Local Access Permit (RLAP), or the matter brought to Council for consideration.

Background

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a Permit.

Operators may apply to add or amend a RAV route. It is Main Road WA's policy to consult with Local Governments before adding or amending a RAV route. The Shire of Corrigin may request that Main Roads WA consider certain conditions for the RAV route.

Statutory Authority

Road Traffic (Vehicles) Regulations 2014
Road Traffic (Vehicles) Act 2012
Road Traffic (Administration) Act 2008
Road Traffic (Administration) Regulations 2014
Road Traffic Code 2000
Land Administration Act 1997 (Sec 55) Local Government Act 1995
Main Roads Act 1930

Assessing Support

The Shire of Corrigin must first determine if it supports the application and an assessment is to be undertaken by the Manager of Works, suitably qualified officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.
The following criteria should be considered.

- Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
- What is the designated Main Roads hierarchy?
- Does the route provide connectivity to activity centres?
- Does the route provide connectivity to the State road network?
- Is the proposed RAV rating consistent with the connecting routes?
- If the route crosses into adjacent Shires, have they been

consulted?

- Are there alternative routes that would be preferable for the RAV access?
- Does the route impact community facilities e.g. schools, hospitals and town sites?
- Will the proposed access impact public safety?
- 1Is the proposed access likely to result in extraordinary damage to the road pavement?
- Consult the Local Government Heavy Vehicle Charging Policy.
- Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
- Are there any known physical or topographical constraints?
- Is the road listed in ROADS 2030?

A preliminary assessment will be conducted using the following criteria:

- Road width assessed to ensure the road is suitable for the level of RAV access being requested.
- Steepness of longitudinal grades assessed to ensure they are within the specified limits.
- Stacking and sight distances of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements.

Operating Conditions

Standard Operating Conditions

The Shire of Corrigin may recommend that operating conditions be applied as a condition of the support for a RAV assessment. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines).
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where

direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick- ups have been completed on the road.

8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 condition.

Other Operating Conditions

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.
- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

Restricted Local Access Period Permit

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider recommending to Main Roads that the application be considered for a Restricted Local Access Permit (RLAP). The RLAP provides access to the final destination of a particular transport task. This may include access to a farm gate or local business. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

Timeframe

The Shire of Corrigin will endeavour to return the assessment to Main Roads within four weeks of receipt. If Main Roads do not receive support from the Shire of Corrigin within three (3) months, it is acknowledged that Main Roads may undertake an assessment of the road and add to the relevant network if deemed suitable.

11.4 CROSSOVERS AND MINIMUM STANDARDS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **15 October 2024**
Amended:

Objective: To provide financial assistance for constructing vehicle crossovers to private properties within the Shire of Corrigin, while ensuring that all crossovers and footpaths meet required quality and safety standards, thus balancing cost-effectiveness for property owners with maintaining high infrastructure standards.

Policy: Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

1. Where —
   a) a local government —
      i. under regulation 12 constructs or approves the construction of; or
      ii. under regulation 13(1) requires the construction of,

      a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
   b) the crossing is the first crossing in respect of the land; and
   c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

   the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

2. In subregulation (1) —

   first crossing, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 of the *Local Government Act 1960* as in force at any time before 1 July 1996;

   standard crossing means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

1. **Subsidy for Crossovers**
   - **Rural Crossovers**
     - Free Crossover: Council will provide one standard culvert crossover free of charge and, where necessary, the required pipework to protect the Shire's road assets.
     - Additional Crossovers: If additional crossovers are required, Council will provide the labour to install the culvert, while the landowner is responsible for the cost of the culverts.
     - Standard Specification: A standard rural crossover must be 8 metres wide.

   - **Townsite Crossovers**
     - Subsidy: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.
     - Additional Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

- Replacement Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

2. **Minimum Standards for Crossovers and Footpaths**

2.1 Footpaths/Dual Use Paths

Footpaths and dual use paths are to be constructed in concrete with the following specifications

- Depth: 75mm
- Concrete Strength: 25MPa
- Width: Up to 2.0m

2.2 Townsite Crossovers

Standard Crossing Specifications:

- Types
  - A 150mm compacted and water-bound road base driveway, sealed with two coats of bitumen and topped with an approved aggregate.
  - A minimum of 75mm reinforced concrete over a compacted sub-base.
  - Alternatively, other types as approved by Council.

- Width Requirements
  - Residential: 3.0 meters
  - Commercial: 4.0 meters
  - Light Industrial: 6.0 meters
  - Heavy Industrial: 6.0 meters
  - Service Stations: 7.5 meters

- Radius: Each crossing should include a 1.5-meter radius “fishtail” onto the kerb line.
- Gradient: A positive gradient of 2% is required for the first 1.5 meters from the kerb line.

Council Contribution:

The Shire will contribute to one crossover per property only. If the ratepayer elects to construct a crossover, the Council contribution will not exceed 50% of the cost of the crossover, as defined in Council Fees and Charges Schedule. The square meter calculation is based on the length (from the road kerb to the property line) multiplied by the nominal width. Ratepayers must provide documents stating the full cost of the crossing.

11.5 VEGETATION ON NEW FENCE LINES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended:

Objective: To provide guidance on the clearing of vegetation on new fence lines within the Shire of Corrigin.

Policy: When farmers or landowners are installing a new fence, they are not to remove any vegetation on the road reserve, other than within 1 metre of the survey line with all debris to be placed on the farmer's property.

11.6 ROAD NAME CHANGES

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

Objective: To provide easy identification of Shire roads.

Policy: Except as provided below, a road name shall not be proposed for a new existing road if that road name is currently in use within the Shire. This includes the use of:

1. like-sounding names e.g. names with the addition/deletion of “s”; or
2. same name with a different suffix, e.g. road as opposed to street;
3. where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approved reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Corrigin area and its neighbourhood;
- persons having a distinguished record of achievement within the Shire’s history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into a reserved road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by applying to Council stating their reasons, and Council is to write to all landholders adjoining the affected road to obtain their views.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

11.7 COLLECTION OF NATIVE SEED AND PLANTS IN SHIRE OF CORRIGIN

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: **20 October 2020**
Amended:

Objective: This policy provides guidance on the collection of native plant material and seeds from land under the control and management of the Shire of Corrigin. Native plants are a valuable resource and this policy provides regulatory framework for issuing native plant material collection permits to ensure sustainable collection activities.

Policy:

The policy applies to:

- All applicant's requesting permission to collect native plant material pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*, including both commercial and non-commercial harvesters;
- All persons collecting plant material for non-scientific activities such as, but not limited to revegetation activities, bush food and floral art.

Policy Detail

Native Seed and Wildflower Specimen Collection
The following conditions are to be adhered to:

- All collectors of native wildflower seeds are to be licensed according to the *Wildlife Conservation Act 1950* and will abide by the conditions of the licence.
- Approval is granted for a one (1), two (2) or three (3) year period only commencing 1 July and is to be specified on application.
- Collection is only to be undertaken by the licence holder and may not be delegated to others.
- Appropriate hygiene procedures will be followed and adhered to at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation or erosion.
- A portion of the Native Seed collected from within the Shire of Corrigin (approximately 10%) of is to be provided to the Shire of Corrigin for the replanting of native park and gardens within the shire and failure to do so will result in cancellation of approval and licence.

Definitions

Native plant material: means all plants in reserves but does not include any plant that is dead.

Plant: for the purposes of harvesting, includes flowers, seeds, fruits and any other part of the vegetation

Licence holder: is the person authorised to collect native plant material on land as applied for through an application for Flora Taking (Commercial) Licence – Crown Land with the Department of Biodiversity, Conservation and Attractions.

Related Legislation

Regulation 101 of the Biodiversity Conservation Regulations 2018
101. Access to land (licensees)

1. In this regulation designated activity means any of the following activities —

a) taking, disturbing, releasing, feeding, or processing fauna;
b) taking, possessing for supply, or processing flora.

2. A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without the written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Local Government Act 1995 section 5.42
5.42. Delegation of some powers and duties to CEO

1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
   a) this Act other than those referred to in section 5.43; or
   b) the *Planning and Development Act 2005* section 214(2), (3) or (5). (illegal development) * Absolute majority required.

2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 section 3.54
Reserves under control of local government

1. If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under *section 5 of the Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Land Administration Act 1997
46. Care, control and management of reserves

1. The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Parks and Reserves Act 1895
5. Boards' specific functions

1. In the exercise of its general powers in respect of the land placed under its control, a Board may, among other things, do as follows —
   a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof; and
   b) construct dams and reservoirs for the retention and formation of sheets of water thereon; and
   c) otherwise improve or ornament the land, and do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment; and
   d) establish and maintain zoological gardens therein; and
   e) grant licences for the depasturing of animals on the land, and take for the same such fees as the Board may, by any by-law, from time to time appoint; and
   f) grant licences for the removal of any sand, gravel, or other earth or mineral, and for cutting and removing wood under such restrictions,

and at such reasonable price, or such weekly, monthly, or yearly sum as the Board may think fit.

(1a) A Board shall not grant a licence under subsection (1)(e) or (f) unless —

a) the approval of the Minister has been first obtained; or

b) the purpose for which the land the subject of the proposed licence is placed under the control of the Board is specifically that for which the licence is proposed to be granted.

2. Nothing in this section contained shall be construed to limit the general powers of a Board.

12 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

12.1 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Environmental Health Officer
Date of Approval: **18 October 2011**
Amended:

Scope:

The Department of Health (WA) administers the *Food Act 2008* (The Act). The Shire of Corrigin is a designated enforcement agency under the provisions of the Act.

The objectives of the Act as defined in Section 3 of the Act include the following:

- to ensure food for sale is both safe and suitable for human consumption,
- to prevent misleading conduct in connection with the sale of food,
- to provide for the application in the State of the Food Standards Code.

The Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act, 1991* of the Commonwealth of Australia. Enforcement of the Food Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly the Department of Health (WA) and the Shire of Corrigin are committed to ensuring there is a high level of compliance with the Food Act and Regulations.

This policy sets out the Shire's policy on compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act in a manner that is:

- Authorised by law;
- Procedurally fair;
- Accountable and transparent;
- Consistent; and
- Proportionate.

The policy recognises that most food businesses want to comply with the law and produce food that is safe and correctly labelled. The compliance and enforcement role of the Shire of Corrigin is to protect consumers from a minority who may not act in the interests of food safety.

The enforcement options of this policy are not required to be enacted on food businesses who act responsibly and it is the Council aim to provide education to food handlers to maintain the safety of food products produced or sold within the Shire of Corrigin.

It is however important that these enforcement options are clearly understood so that any action the Council takes against a food handler or food premises is within the scope of the law and is appropriate for the given circumstances.

The range of offences under the Act and Regulations vary greatly in their seriousness and accordingly a variable range of penalties and enforcement options that are available under the Act and Regulations.

This policy describes the options that are available and provides details of the matters that will be considered in their application toward achieving the objectives of the Act.

This policy also sets out the principles the Council will apply in its compliance and enforcement activities. Breaches of the Act are classified as criminal offences and penalties of up to $500,000 and/or two years imprisonment apply.

Objective: The objectives of this policy are:

- To provide transparency to consumers and industry on how the Shire of Corrigin will make decisions on enforcement action;
- To guide decision making and action by Council Officers in the use of enforcement options;
- To use regulatory implements in such a way as to best achieve the Council strategic and operational objectives.

Compliance and Enforcement Principles

As a regulatory authority the Shire of Corrigin will endeavour to:

- Act in the public interest;
- Act consistently, impartially and fairly according to law;
- Promote consistency through effective liaison with field staff and the adherence to policies and procedures;
- Ensure we do not discriminate on the basis of race, religion, sex, national origin or political association;
- Ensure that enforcement action is taken against the right person for the right offence;
- Ensure that all relevant evidence is placed before the courts or appeals tribunals;
- Make food businesses aware of their legal obligations through the widest possible dissemination of information;
- Explain the benefits of compliance to food businesses and discuss specific compliance failures or problems;
- Provide advice on mechanisms that can be used by food businesses to improve compliance;
- Confirm advice in writing when requested and provide written advice in a clear and simple manner, explaining what and why remedial work is to be undertaken, over what time period and ensure that all legal requirements are clearly explained;
- Advise proprietors of their right of appeal where provided by law;
- Provide alleged offenders with an opportunity to discuss the circumstances of their case; and
- Seek the support of industry leaders to influence compliance levels.

Decision Making Criteria

Each case will be considered individually and the appropriate enforcement action to be taken determined on the particular circumstances of the case.

The Prosecution Policy of the Commonwealth states:

“The objectives previously stated – especially fairness and consistency – are of particular importance. However, fairness need not mean weakness and consistency does not mean rigidity.

The criteria for the exercise of this discretion cannot be reduced to something akin to a mathematical formula; indeed it would be undesirable to do so. The breadth of the factors to be considered in exercising this discretion indicates a candid recognition of the need to tailor general principles to individual cases” (1)

The following issues need to be considered and balanced in making a decision as to the type of enforcement action, if any, that is applied:

- The knowledge of the alleged offender as to the consequences of their actions;
- The degree of care taken by the alleged offender to ensure they did not commit an offence;
- The capability of the alleged offender to understand, cope and comply with the relevant requirements;
- The alleged offender's antecedents and background, including culture and language ability;
- The openness, honesty and cooperation demonstrated by the alleged offender;
- The contrition demonstrated by the alleged offender;
- Any mitigating or aggravating circumstances;
- The culpability of the alleged offender and role played by other parties that may have contributed to the offence;
- The timeliness, the age, duration and magnitude of the offence;
- The totality of offences that may have been allegedly committed;
- The proportionality of the selected enforcement option so that the action will not be unduly harsh or oppressive;
- The prevalence of the alleged offence within the industry and any need for a deterrent effect;
- The difficulty and resources expended by the Shire of Corrigin in investigating and proving the elements of the particular offence or the type of offence;
- The efficiency and cost to the Shire of Corrigin of the compliance and enforcement option that is used;
- Whether the enforcement action required to achieve the objectives of the Act are appropriate;
- Whether or not the enforcement action would be perceived as counterproductive – for example, by bringing the law into disrepute;
- Whether or not the offence is of considerable general public concern;
- The necessity to maintain public confidence in the enforcement of the Act;
- The existence of any risk to public health and the nature and extent of that risk;
- The extent to which consumers have been defrauded;
- The need to protect the consumers either in or visiting the Shire of Corrigin.

The overriding consideration in taking enforcement action will always be the public interest.

(1) Commonwealth Director of Public Prosecutions 2004, Prosecution Policy of the Commonwealth.

Privacy

The Shire of Corrigin must observe the privacy principles set out in the *Freedom of Information Act 1992.* Information relating to compliance and enforcement action will generally be made available only where consistent with the *Freedom of Information Act 1992* and Section 121 of the *Food Act 2008.*

Policy

Application of Compliance and Enforcement Options

A range of compliance and enforcement options are available to Authorised Officers. This section gives guidance on when these options may be applied. The

decision-making criteria outlined in Section 3 will be considered in deciding which, if any, enforcement action is appropriate in each case.

Types of Compliance and Enforcement Action
The compliance and enforcement options available to Authorised Officers include:

- Verbal advice;
- Warning letters;
- The issuing of a statutory Improvement Notice which requires cleaning, repair, replacement, revision of food safety program, implementation of a food safety program or implementation of the Food Safety Standards;
- The issuing of a Prohibition Order which controls certain activities where there is failure to comply with an Improvement Notice or to prevent or mitigate a serious danger to public health;
- The seizure of food, vehicles, equipment, and labelling or advertising materials which do not comply with a provision of the Act or Regulations;
- The issuing of a Penalty Infringement Notice;
- The institution of proceedings in the Magistrates Court;
- Request for court orders for corrective advertising by a person found guilty of an offence;
- Publication of the names of offenders immediately after conviction.

Verbal Advice and Warning
Authorised Officers will routinely give advice on compliance to food businesses. This advice will relate to principles of food safety and explain the benefits of compliance or the purpose of the law. Verbal warnings should normally only be given for extremely trivial offences, where the offence is only of a technical nature or where there is insufficient evidence to justify a warning letter.

Written Warnings
Where there is evidence that minor breaches of the Act have occurred, written warning may be issued at the discretion of the Authorised Officer. Written warnings may be inappropriate where there are a large number of minor offences on one occasion within one food business. Similarly written warnings will not normally be issued for a series of offences within a relatively short period of time or in those cases where written warnings have previously been issued.

The totality of the offences should be considered in deciding the appropriate course of action. Where significant non-compliance is evident, more significant enforcement action may be appropriate.

Warning letters will detail the exact nature of the offence, required remedial action, cite relevant clauses of the legislation, and specify the maximum penalty for the offence and the intention of the Council to enforce the legislation. Warning letters will be followed-up within no less than 3 months to ensure the required actions have been taken. Further written warnings will not be issued for a subsequent similar offence except in exceptional circumstances.

Improvement Notices
Authorised Officers may serve Improvement Notices under Section 63 of the Act. An Improvement Notice is an order that may require, in relation to premises, food transport vehicles or equipment, cleaning, repair, replacement, and relating to the handling of food, revision of a food safety program, implementation of a food safety program or implementation of the Food Safety Standards. The orders may also require food to be handled in a specified way or for a specified purpose.

Improvement Notices should be issued with the same considerations as for a warning letter but should also only be used where there is an intention to proceed to a Prohibition Order following non-compliance with that Improvement Notice. In other circumstances a warning letter or other enforcement options should be considered.

An Improvement Notice must specify the specific legislative provision to which it relates and may specify the particular action to be taken by a person. The Improvement Notice must specify the date by which compliance must be achieved.

While extension of the date of compliance is at the discretion of the Authorised Officers, extensions of time for compliance will not be granted for matters related to cleaning or food handling without the prior approval of the CEO. Appeals concerning Improvement Notices will be considered by the CEO.

Improvement Notices must be served on the proprietor of the food business. The person on whom an Improvement Notice has been served must be provided with a copy of the Improvement Notice upon request. Should the proprietor wish to seek an extension of time for compliance, that request must be in writing stating the reasons the extension is being sought. That request is to be submitted to the Shire of Corrigin before the date of compliance as indicated in the Notice.

Improvement Notices are differentiated from warning letters in that they are a statutory notice that may lead to the issuing of a Prohibition Order under Section 65 of the Act. The issuing of an Improvement Notice does not preclude the issuing of a Penalty Infringement Notice or the institution of court proceedings in circumstances where these types of actions may be warranted.

Prohibition Orders
Prohibition Orders may be issued where an Improvement Notice has been issued and there has been a failure to comply with the Improvement Notice by the date of completion **or** where the issue of a Prohibition Order is necessary to prevent or mitigate a serious danger to public health.

A Prohibition Order will take a form that prohibits the handling of food on specified food premises, vehicle or equipment, or that food is not to be handled in a specified way or for a specified purpose.
It should be noted that Section 8 of the Act defines food handling very broadly, including activities such as collection, transporting, storing or displaying food. Breach of a Prohibition Order will normally result in prosecution.

A Prohibition Order will remain in place until a Certificate of Clearance is issued following a written request for an inspection. An inspection will be undertaken within 48 hours of a written request being made by the proprietor of the food business to the Shire of Corrigin or to the Authorised Officer who made the order. If an inspection is not made within 48 hours of the written request for an inspection, a Certificate of Clearance is deemed to have been granted.

Section 69 of the Act provides for appeal to the State Administrative Tribunal (SAT) if there is a refusal to issue a Certificate of Clearance. Section 70 of the Act provides for compensation to be paid if there were no grounds for the making of the Prohibition Order. Prohibition Orders may only be issued by the CEO, being a duly authorised delegate under Section 118 of the Act. A brief of evidence sufficient to prove all elements of a prosecution will be the normal standard required prior to the issue of a Prohibition Order.

Seizure Powers
Authorised Officers have power under Section 40 of the Act to seize food, vehicles, equipment, and labelling and advertising materials which the Authorised Officer reasonably believes do not comply with a provision of the Act or Regulations or which there is evidence that an offence has been committed.

Whilst seizures are undertaken to collect evidence or to prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising materials is seized. The impact of a seizure should be considered in the application of any other enforcement action. Persons from whom items are seized must be provided with a statement that describes the items seized, states the reasons for the seizure and the address at which the items will be held.

Where it becomes evident that there has been no contravention of the Act or Regulations in relation to items which have been seized they are to be returned as soon as possible to the person from whom the items were seized. The person from whom items have been seized must also be informed of their right under Section 57 to appeal within 10 days of the seizure to the Magistrates Court for an order disallowing the seizure. Compensation may be paid if there has been no application to a Magistrates Court and no contravention of the Act or Regulations had occurred in relation to the seized items.

Penalty Infringement Notices
An Infringement Notice is a notice to the effect that the person to whom it is directed has committed a specified offence and that, if the person does not wish to have the matter dealt with by a court, the person may pay the specified amount for the offence within a specified time.

A penalty notice is issued under Section 126 of the Act. The notice requires payment of a specified monetary penalty, unless the person alleged to have committed the offence elects to have the matter dealt with by a court.

When an Authorised Officer during an inspection of premises, vehicles or equipment, detects or observes conditions or circumstances that give rise to the potential for the issue of an infringement notice, verbal advice will be given, at that time, to the person allegedly responsible for the alleged offence that an infringement notice may be issued for that alleged offence.

Prior to an infringement notice being issued, Authorised Officers must prepare briefs of evidence, which prove each element of the alleged offence to the standard required for prosecution. Further than establishing a prima facie case there must also be a reasonable prospect of a conviction being secured if the alleged offender chooses to have the matter heard in a court.

That brief is to be submitted to the Principal Environmental Health Officer for consideration and authorisation for the penalty notice to be issued.

When a decision has been made that an infringement notice is to be issued, that notice will be forwarded by post or hand delivered to the person alleged to have committed the offence. The infringement notice is to be accompanied by a written advice giving the reasons for the issuing of the infringement notice in that instance and also providing advice and information as to the means or requirements for the remedying or rectification of that condition or circumstance that gave rise to the infringement notice.

The decision-making criteria outlined in Section 3 will be considered in the issuing of an infringement notice. Infringement notices provide a cost effective and efficient method of dealing with offences and will generally be sufficient response to breaches of the Act.

Infringement notices should not be used where the penalty is considered totally inadequate for the offence or where the penalty is likely to have no impact on the proprietor of the food business.

Infringement notices are not available for serious offences contained in Part 3, Division 1 of the Act. These relate to the handling of food in a manner that a person knows will render, or is likely to render, the food unsafe or where the food is handled in a manner that the person ought reasonably to know is likely to render the food unsafe.

A payment of a penalty notice is not an admission of liability and the person is not liable to any further proceedings for the alleged offence.

Prosecution
Prior to any prosecution being launched Authorised Officers must prepare briefs of evidence which prove each element of the alleged offence to the standard required for prosecution. That brief is to be submitted to the CEO for consideration and authorisation for the prosecution to proceed.

The resources available for prosecuting are finite and should not be expended pursuing inappropriate cases. The decision-making criteria outlined in Section 3 will be considered in making a decision to prosecute. Prosecution will normally be reserved for the more serious breaches.

While the Act provides that proceedings must be commenced within 6 months for matters relating to food samples and 12 months for other matters, all matters should be prepared for hearing as quickly as possible.

The Act extends liability to a wide range of persons who may be involved in some way with contraventions of the Act or Regulations, including employees, proprietors, and individual directors of companies.
Where the Shire of Corrigin has selected prosecution as the appropriate option, the Council will not necessarily proceed against all those who may be potentially liable under the legislation.

Prosecutions are eligible for publication by the Department of Health (WA).

Conclusion
This policy provides information as to the processes and actions that will be followed in the cases dealt with under the *Food Act 2008*, however due to the variety of circumstances that may be encountered through the range of inspections and enforcement procedures, the policy cannot be used to limit the discretion of the Shire of Corrigin to take any enforcement action for the purposes of obtaining high standards of food safety.

The policy is to be interpreted as general guidance on how the Council will undertake enforcement action. It should further be recognised that it is not the aim of the Shire of Corrigin to undertake enforcement action except where absolutely necessary and that priority should be given to educating food handlers to prevent food safety standards from being compromised in any instance.

DOCUMENT CONTROL

DATE OF AMENDMENT	AMENDMENT DETAILS
17 OCT 2017	1.1 Policy Register – Clarifying The Position Responsible For The Policy.
17 OCT 2017	1.2 Communications – clarifying the authorisation of the spokesperson.
17 OCT 2017	1.6 Liquor Permits – clarifying the policy is not a delegation.
17 OCT 2017	1.8 Flying Flags –reference to when there are three (3) flagpoles available at the administration building.
17 OCT 2017	1.11 Common Seal Usage Policy – clarifying the position responsible for the policy.
17 OCT 2017	2.2 Rates – Request for Time to Pay – clarifying the authorisation.
17 OCT 2017	2.8 Cheque Signatory/EFT Requirements – change to the existing policy where reference to Councillors is replaced with Shire President.
17 OCT 2017	2.10 Purchasing Policy – revised policy reflecting the suggested direction of WALGA with regards to changes to purchasing. In addition, the revised policy introduces 'Panel Tenders' which allow Council to establish a panel of preferred suppliers of goods and services in accordance with Division 3 of the *Local Government (Functions and General) Amendment Regulations 2015.*
17 OCT 2017	2.11 ~~Local~~ Regional Price Preference Policy – revised policy to more accurately reflect the requirements of legislation but remain in accordance with the original direction of Council.
17 OCT 2017	2.12 Authorisation to Purchase Goods and Services – a new policy that in the past was reflected in the purchasing policy but due to changes to the purchasing policy, is now specifically identified.
17 OCT 2017	2.13 Budget Consideration/Preparation – reflecting a longer period of time for community groups to make submissions.
17 OCT 2017	2.18 Corporate Credit Cards – changes to the reporting associated with credit cards.
17 OCT 2017	2.19 Motor Vehicle Replacement – modified so that changeover is to occur between two and six years or 50,000 to 100,000km.
17 OCT 2017	3.2 Health Safety and Environment – clarifying the position responsible for the policy.
17 OCT 2017	3.7 Employee Induction – clarifying the position responsible for the policy.
17 OCT 2017	5.2 Training and Development – establishing that an evaluation of the course/conference/training is required.
17 OCT 2017	5.5 Voluntary Service – clarification on payment process and that staff directed to attend an event are not volunteers.
17 OCT 2017	5.7 Staff Uniforms – removing references to staff names and an allocation of up $600 per annum to an allocation in the budget.
17 OCT 2017	5.9 Council Vehicles Issued to Staff – including reference to vehicle costs being subject to an amount in the budget.
17 OCT 2017	5.12 Removal Expenses – reflecting a realistic cost of relocating new staff to Corrigin and removing removal expenses for some staff.
17 OCT 2017	5.13 Staff Housing – clarification of requirements under the *Tenancy Agreement.*
17 OCT 2017	5.16 Local Government Holidays – referencing the *Shire of Corrigin Enterprise Agreement 2014.*
17 OCT 2017	5.17 Long Service Leave – clarification that an application to defer long service leave is to be referred to Council for approval.
17 OCT 2017	5.21 Chief Executive Officer Performance Review – reflecting Council Minute 29/2017 of 21 March 2017.
17 OCT 2017	5.22 Shire Mobile Phones and Other Electronic Communication – clarifying the person responsible to repair or replace a mobile phone or device at their cost.
17 OCT 2017	5.23 Appointment of an Acting Chief Executive Officer – new policy that seeks to streamline short periods when the CEO is not available.
17 OCT 2017	5.24 Dealing with Family Members – new policy that addresses potential conflicts of interest when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities.

17 OCT 2017	5.25 Related Party Disclosure – new policy that addresses AASB 124 Related Party Disclosures to include application by not-for-profit entities, including local governments.
17 OCT 2017	6.1 Hire of the Community Bus – new policy that clarifies the requirements for users of the bus and where discounts apply.
17 OCT 2017	~~6.2 Hire of the Community Bus – Corrigin Senior Citizens Inc.~~ – deleted and provision reflected in draft policy 6.1
17 OCT 2017	6.2 Corrigin Town Hall Shire Buildings (Not Including CREC) – Hire – modification to existing policy that seeks to replace reference to the Corrigin Town Hall to include Shire buildings.
17 OCT 2017	7 Parks ~~and~~ Landscaping and Signage Policies – adding reference to signage as a policy under Part 7.
17 OCT 2017	7.4 Shire of Corrigin Signage Policy – new policy that seeks to both formalise the existing signage arrangements within the Shire and to provide guidance for new policy areas such as a policy map that identifies the roads where signs are to be erected along with the locations of the existing visitor bay at Rotary Park and two new Visitor Bays.
17 OCT 2017	8.6 ~~Meetings - Day and Time~~ Monthly Ordinary Council Meetings and Councillor Discussion Period – modification to existing policy that acknowledges the Councillor Discussion Period.
17 OCT 2017	8.7 Training and Development – Elected Members – modification to existing policy to strongly encourage Councillor training and professional development opportunities. This also reflects Council Minute 29/2017 of 21/3/2017.
17 OCT 2017	8.8 Elected Members' Fees, Allowances, ~~Reimbursements~~ and Benefits – removing reimbursements from the heading as the policy relates solely to timing of payments to elected members of members fees and allowances within the provisions of the *Local Government Act 1995* (Note: reimbursements are addressed in new policy 8.9 and Policy 8.10).
17 OCT 2017	8.9 Elected Members' Business, Conference and Training Expenses – new policy setting out guidelines to cover elected members when conducting Council business, attending conferences or training relating to Council activities.
17 OCT 2017	8.11 Audit and Risk Management Committee – new policy to provide guidance and assistance to the Council in carrying out its audit functions.
17 OCT 2017	8.12 Appointment of an Auditor, Scope of Works and Notification of Appointments – new policy to ensure an independent audit opinion of the accounts and annual financial reports of the Shire for each financial year covered by the term of the audit appointment.
17 OCT 2017	9.2 Bush Fire Control Officers – Eligibility – removal reference to payment of expenses.
17 OCT 2017	9.3 Bush Fire Control – reference to restricted and prohibited burning periods and due care when unloading in paddocks.
17 OCT 2017	10.2 Proceeds of the Sale of Industrial or Residential Land – clarifying the position responsible for the policy.
17 OCT 2017	11.2 Gravel Supplies – Road Construction – reference to crop loss.
20 FEB 2018	2.10 Purchasing Policy- Amendment to the revised purchasing policy that was adopted by Council in October 2017, to include the exemptions that were previously included in the purchasing policy. This amendment was adopted by Council on 20 February 2018.
17 APR 2018	9.3 Bush Fire Control – Amendment to the bush fire control policy to include Boxing Day as an automatic harvest and movement of vehicle ban.
19 JUN 2018	2.18 – Corporate Credit Cards – Amendment to credit card limits as per Council resolution 95/2018.
16 OCT 2018	1.3 – Removal of DCEO as person responsible for policy
16 OCT 2018	1.4 - Removal of DCEO as person responsible for policy
16 OCT 2018	1.5 - Removal of DCEO as person responsible for policy and clarifying required notice in regards to office closures
16 OCT 2018	1.12 – New policy in regards to information privacy

16 OCT 2018	2.1 – Revised to reflect current practice. What was previously policy 2.2 (Rates – request for time to pay) was added to policy 2.1 and policy 2.2 (Rates – request for time to pay) deleted
16 OCT 2018	2.2 – Revised to reflect current practice
16 OCT 2018	2.9 – Manager finance added as a person responsible for policy, purchase value thresholds amended, additional tendering exemptions added
16 OCT 2018	2.10 - Manager finance added as a person responsible for policy
16 OCT 2018	2.11 - Manager finance added as a person responsible for policy, purchase order maximums adjusted, additional staff added to list of employees authorised to purchase goods and services (to align with current practice)
16 OCT 2018	2.12 - Manager finance added as a person responsible for policy, public consultation, budget workshop and advertising dates amended
16 OCT 2018	2.13 - Manager finance added as a person responsible for policy, WA treasury added to investments permitted
16 OCT 2018	2.14 - Manager finance added as a person responsible for policy, thresholds for buildings, plant and equipment and furniture and equipment increased
16 OCT 2018	Land under roads policy deleted as content is included in policy 2.17 significant accounting policy
16 OCT 2018	2.15 – Depreciation of non-current asset amounts for buildings amended
16 OCT 2018	2.16 - Manager finance added as a person responsible for policy, legislation added to the policy, amendment to misuse of credit cards and additional information added in regards to payment of credit cards and Finance Officer and card holder responsibilities
16 OCT 2018	2.18 – New policy in regards to petty cash
16 OCT 2018	4.1 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.2 – Clarification around what are reasonable meal costs added to policy, removal that Council will pay for partners to attend conferences
16 OCT 2018	5.3 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.4 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.5 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.6 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.7 - Removal of DCEO and Manager of Works as persons responsible for policy, amendment to include amount per annum for both full time and part time staff
16 OCT 2018	5.9 - Removal of DCEO and Manager of Works as persons responsible for policy, amended clause in relation to use of vehicles while on annual or long service leave for DCEO and Manager of Works
16 OCT 2018	5.10 – Clarification that use of Shire plant and equipment will be at private works rates less labour for staff and that it is not permitted outside of the Shire of Corrigin
16 OCT 2018	5.13 - Removal of DCEO as person responsible for policy, additional clauses added for CEO and DCEO stating a housing allowance will be paid if employees own their own houses, revision to clause regarding maintenance of gardens
16 OCT 2018	5.15 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.16 – Amendment to who is entitled to local government public holidays
16 OCT 2018	5.24 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.25 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.26 – New policy in regards to leave
16 OCT 2018	6.1 – Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.2 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.3 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.9 – Change to state that circuses are permitted at the discretion of the CEO and Manager of Works
16 OCT 2018	8.2 – Clarification that only senior designated employees and partners are to be invited to the end of year luncheon. Any other staff will be at the CEO's discretion
16 OCT 2018	8.8 – Change of person responsible for policy from DCEO to Manager Finance and clarifying that elected member payments are to be provided by EFT
16 OCT 2018	8.9 - Change of person responsible for policy from DCEO to CEO
16 OCT 2018	8.12 – Minor changes to include recent legislation changes around the auditor general
16 OCT 2018	10.2 - Change of person responsible for policy from DCEO to Manager Finance
19 MARCH 2019	5.17 - Long Service Leave policy removed as the guidelines are duplicated in policy 5.26 – Leave Policy (Council Resolution (33/2019), 19 March 2019)
19 MARCH 2019	11.9 New policy - Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads

15 OCT 2019	11.3 – Substitution of Road Maintenance and Hierarchy Policy for the existing Policy 11.3 Road Maintenance Policy
15 OCT 2019	8.14 – New Policy – Recognition of Service for Elected Members to the Policy Manual
15 OCT 2019	Updates to Risk Management and Workplace Policies 3.2, 3.3, 3.4, 3.6, 3.7
6 JULY 2020	5.8 - Attendance at Events Policy
18 AUG 2020	6.11 – New Community Engagement Policy
20 OCT 2020	1.2 – Change advertising locations from Narrogin Observer to West Australian
20 OCT 2020	2.12 – Title change – Budget Consideration/Preparation and Community Grants Program. Minor changes to policy
20 OCT 2020	2.14 – Removal of cycle ways, airports and sewerage
20 OCT 2020	2.15 – Changes to whole policy
20 OCT 2020	2.16 - Change of person responsible for policy from Manager of Finance to DCEO
20 OCT 2020	3.6 – Employee Health and Wellbeing Support Policy (NEW)
20 OCT 2020	3.8 – Changes to whole policy
20 OCT 2020	5.3 – Minor changes throughout– point 2.5 added - Physical fitness including weight management to ensure that employees are able to perform the full range of tasks outlined in their position description.
20 OCT 2020	5.5 – Minor changes - During busy periods or when specific compliance deadlines require employees to dedicate their time fully to the activities of the employer, permission to take Paid Volunteering Time Off may not be granted.
20 OCT 2020	5.14 – Minor changes to inspections and tenant restrictions (i.e painting, garden, vacancy, etc)
20 OCT 2020	5.21 – Change to requirements of consultant needed to interview key members of community known to CEO of Senior Staff.
20 OCT 2020	5.23 - Change of person responsible for policy from Manager of Finance to Governance Projects Officer.
20 OCT 2020	5.26 – Minor change added - All time in lieu should be cleared as close to the time of accrual and is to be used by the end of each financial year.
20 OCT 2020	7.4 – Major changes to whole policy – 6 to 3 categories
20 OCT 2020	8.6 – Explanatory notes added.
20 OCT 2020	8.7 - A register of elected member training will be published on the Shire of Corrigin website and updated regularly
20 OCT 2020	8.8 – Addition of information technology and telephone allowance.
20 OCT 2020	8.9 – Minor changes to reimbursement of expenses.
20 OCT 2020	8.12 – Change of whole policy – Policy will be made obsolete as of 2021 Policy Manual Review.
20 OCT 2020	11.10 – Collection of Native Seed and Plants in Shire of Corrigin (New)
16 FEB 2021	5.23 – Amended the policy relating to the appointment of Acting CEO to provide clear direction and guidelines for the appointment of an Acting CEO.
16 FEB 2021	4.1 – New Policy for Code of Conduct for Council Members, Committee Members and Candidates
15 JUNE 2021	4.2 – New Code of Conduct for Employees
20 JULY 2021	2.19 – New Policy – Portable and Attractive Assets
17 AUG 2021	5.22 – Update to Shire's policy on information and communication technology and devices.
19 OCT 2021	2.4 – Rates Incentive - DELETED
19 OCT 2021	2.5 – Rates Discount - DELETED
19 OCT 2021	11.6 – Street Trees -- DELETED
19 OCT 2021	1.4- Shire of Corrigin Operational Hours – changes to CRC open hours to same as Shire
19 OCT 2021	8.9 – Elected Members business, conferences and training expenses – assed to point 8 "excluding partner social or non-business related activities"
19 OCT 2021	Minor changes through-out Manual (mainly changes to position titles, spelling, etc)
18 OCT 2022	1.9 Life Membership Recognition - Amended to lunch or afternoon tea

18 OCT 2022	1.13 Memorial Seat and Plaque Policy - New policy
18 OCT 2022	2.7 Purchasing Policy - Amendments throughout
18 OCT 2022	2.9 Authorisation To Purchase Goods And Services - Building Maintenance Officer changed to Building Officer, Manager of Works and Services purchase order limit amount increased to $50,000, EHO limit removed, Job titles expanded. GPO removed.
18 OCT 2022	2.10 Budget Consideration/Preparation and Community Grants Program – DELETED and replaced with new policies (2.10 & 2.11)
18 OCT 2022	2.10 Annual Budget Preparation - New Policy
18 OCT 2022	2.11 Community Assistance Program - New Policy
18 OCT 2022	2.14 Significant Accounting Policies - Various changes throughout
18 OCT 2022	2.15 Corporate Credit Cards - Minor amendments
18 OCT 2022	2.19 Asset Disposal - New Policy
18 OCT 2022	3.6 Employee Health and Wellbeing Support - Added COVID-19 vaccinations
18 OCT 2022	3.10 Fraud and Corruption Control - Removed Governance Project Officer
18 OCT 2022	5.3 Fit for Work - Addition to definitions
18 OCT 2022	5.7 Staff Uniforms - Various changes throughout
18 OCT 2022	5.15 Staff Superannuation - Changed from 14.5% to 15%
18 OCT 2022	5.23 Appointment of an Acting CEO - Removed Governance Project Officer.
18 OCT 2022	5.26 Leave Policy - Update Shire of Corrigin Enterprise Agreement 2018 to 2022
18 OCT 2022	9.3 Bush Fire Control - Updated – No burning permitted on Good Friday and Easter Sunday.
23 OCT 2023	1.2 Communication – Addition of Narrogin Observer for Local Public Notice
23 OCT 2023	3.4 Equal Employment Opportunity – Updated to reflect diversity and inclusion, particularly regarding gender identity.
23 OCT 2023	5.15 Staff Superannuation – Updated default fund to Aware Super
23 OCT 2023	2.9 Authorisation to Purchase Goods and Services – Updated to reflect no need for purchase order when making a purchase with a credit card. Also added Workplace Safety and Depot Administration to position list able to raise purchase orders.
23 OCT 2023	2.16 Motor Vehicle replacement - Changed vehicle change over timeframe from two to six, to one to six
23 OCT 2023	5.10 Council Vehicles Issued to Staff – Removed value cap of vehicles
23 OCT 2023	8.12 Appointment of an Auditor - DELETED
23 OCT 2023	8.14 Conducting Electronic Meetings and Attendance by Electronic Means – New Policy
23 OCT 2023	6.12 Child Safe Awareness Policy – New Policy
19 DEC 2023	2.14 Significant Accounting Policies – Complete Update
15 OCT 2024	Major Overhaul of Policy Manual separating Council Policies and Staff Policies and Individually Reviewing of each Policy
20 MAY 2025	2.2 – Significant Accounting Policy - Simplified
20 MAY 2025	2.8 – Asset Accounting Policy – Heavily Expanded
17 JUN 2025	Temporary and Moveable Accommodation Policy – New Policy
19 AUG 2025	3.7 – Fraud and Corruption Control Policy – Updated References and Expanded to Align with new Guidelines

21 OCT 2025	2.1 – Invitation to end of Year Function – Heading and Terminology shifted from Luncheon to Function
21 OCT 2025	2.9 – Recognition of Service Elected Members – Removed $$ Value of Functions
21 OCT 2025	6.6 – Retirement/Resignation of Employees – Removed $$ Value of Functions
21 OCT 2025	8.3 – Street Trees – Added a Reference to Remove Debris when Trees are cut or Trimmed, to Prevent Termite Infestation
21 OCT 2025	11.2 – Road Maintenance – Added the need to Consult with Neighbouring Shires when Working on Boundary Roads
16 DEC 2025	3.2 – Authorisation to Purchase Goods and Services – Added additional rules around segregation of duties.
17 MAR 2026	5.1 – Code of Conduct for Council Members, Committee Members and Candidates – Included updated information from the Model Code of Conduct (Local Government Inspectors)
17 JUNE 2026	1.6 – Information Privacy Policy – Aligns better with new PRIS Act requirements
17 JUNE 2026	3.7 – Annual Budget Preparation – Strengthened link to Long Term Financial Plan and clarified compliance/workshop processes
17 JUNE 2026	3.8 – Asset Accounting – Deepened clarifications and expanded on depreciation/revaluation guidance.
17 JUNE 2026	3.9 *NEW INSERT – Financial Assistance Programs – Introduced overarching framework for all assistance programs.
17 JUNE 2026	3.10 – Community Assistance Program – Refined eligibility criteria, clarified Council discretion and strengthened processes. Reduces overlap with other programs
17 JUNE 2026	3.19 – Portable and Attractive Assets – Now includes reference to the asset registers, controls and the need for annual stocktakes. Clarifies responsibilities.
17 JUNE 2026	3.20 – Asset disposal – Expanded on disposal methods and controls, improved recording requirements and added environmental, and ICT data disposal.
21 JULY 2026	7.7 – Dog Cemetery – Added a policy around the use of the Corrigin Dog Cemetery.