



# MINUTES

ORDINARY COUNCIL MEETING

21 May 2024

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 21 May 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

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**1 DECLARATION OF OPENING**

The Chairperson, President Cr. D Hickey opened the meeting at 3:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors and staff were advised that the Council meeting was being recorded for future publication.

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

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M B Dickinson

Cr. M A Weguelin

Cr. M R Leach

Cr. B E Filinski

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

K A Caley

J M Filinski

**3 PUBLIC QUESTION TIME**

**4 MEMORIALS**

The Shire has been advised that Betty Pegrum has passed away since the last meeting.

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

**6 DECLARATIONS OF INTEREST**

NIL

## **7 CONFIRMATION OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 April 2024 (Attachment 7.1.1).

#### **COUNCIL RESOLUTION**

**35/2024 Moved: Cr. Weguelin                      Seconded: Cr. Dickinson**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 April 2024 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

### **7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES**

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

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Tuesday 14 May 2024 (Attachment 7.2.1).

#### **COUNCIL RESOLUTION**

**36/2024 Moved: Cr. Jacobs                      Seconded: Cr. Weguelin**

*That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Tuesday 14 May 2024 (Attachment 7.2.1).*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

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

Minutes of the Local Emergency Management Committee meeting held on Tuesday 14 May 2024 (Attachment 7.2.2).

#### **COUNCIL RESOLUTION**

**37/2024 Moved: Cr. Dickinson                      Seconded: Cr. Leach**

*That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Tuesday 14 May 2024 (Attachment 7.2.2).*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*



## **8 MATTERS REQUIRING A COUNCIL DECISION**

### **8.1 CORPORATE AND COMMUNITY SERVICES REPORT**

#### **8.1.1 ACCOUNTS FOR PAYMENT**

Applicant:	Shire of Corrigin
Date:	14/05/2024
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – April 2024

#### **SUMMARY**

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of April 2024.

#### **BACKGROUND**

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

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

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Policy 2.7 – Purchasing Policy  
Policy 2.16 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**  
**Strong Governance and leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**38/2024 Moved: Cr. Weguelin**

**Seconded: Cr. Filinski**

*That Council receives the list of accounts paid during the month of April 2024 as per the attached Schedule of Payment, and as summarised below:*

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

<i>Cheque Payments</i>	<i>020980</i>	<i>\$20.00</i>
<i>EFT Payments</i>	<i>EFT19908 – EFT20033</i>	<i>\$1,275,688.19</i>
<i>Direct Debit Payments</i>		<i>\$53,356.11</i>
<i>EFT Payroll Payments</i>		<i>\$135,349.20</i>

***Total Municipal Account Payments*** ***\$1,464,413.50***

***Edna Stevenson Trust Account***

<i>EFT Payments</i>	<i>EFT19907</i>	<i>\$80.85</i>
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***Total Trust Account Payments*** ***\$80.85***

***Licensing Trust Account***

<i>Direct Debit Payments</i>		<i>\$101,822.75</i>
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***Total Licensing Trust Account Payments*** ***\$101,822.75***

***Total of all Accounts*** ***\$1,566,317.10***

***Carried 7/0***

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

## 8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	15/05/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 30 April 2024

### SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 2024.

### BACKGROUND

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

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

### COMMENT

Item	Reference
<p><b>Cash at Bank</b> The total cash as at 30 April 2024 was \$6,275,269. This is comprised of \$134,472 municipal funds (Municipal Bank Account and various till floats), \$1,519,861 in short term investment and \$4,620,936 in reserve funds.</p>	<p>Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts</p>
<p><b>Capital Acquisitions</b> The capital budget expenditure is showing as approximately 82% complete as at the 30 April 2024. This is due to projects coming under budget, or not commencing for various reasons. <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor. <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of placing purchase orders. <u>Plant and Equipment</u> – The Manager of Works and Services vehicle will be delivered in May 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction. <u>Roads</u> – Construction has been completed. Outstanding projects are due to Federal and State Government issues for Wheatbelt Secondary Freight Network. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in May 2024. The project was pushed back to allow for the road projects to be completed and experienced staff be available to complete the works. <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. Swimming pool</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>

expansion joints are on track to be completed at the end of the summer season. RV Area Dump Point Septic Upgrade has been quoted on and purchase order issued for completion by end of June 24.	
<b>Receivables</b> Rates outstanding is \$59,570. 98.1% of rates have been collected for the year compared to 97.4% in April 2023. Current receivables of \$180,986 include \$123,393 of grant funding claims for capital road projects.	Page 14 – Receivables
<b>Closing Funding Surplus/(Deficit)</b> Year to date (YTD) actual closing balance is \$2,677,622 which is comprised of \$8,815,798 Current Assets less \$988,662 Current Liabilities less \$5,149,514 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the April financial position is in the explanation of material variances included in the monthly financial report.

**STATUTORY ENVIRONMENT**

- s. 6.4 Local Government Act 1995, Part 6 – Financial Management
- r. 34 Local Government (Financial Management) Regulations 1996
- r. 35 Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**

**Strong Governance and Leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**39/2024 Moved: Cr. Dickinson**

**Seconded: Cr. Fare**

*That Council accepts the Statement of Financial Activity for the month ending 30 April 2024 as presented, along with notes of any material variances.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 ROE REGIONAL ORGANISATION OF COUNCILS RECOMMENDATION – ROE ROC MOU AMENDMENT

<b>Applicant:</b>	Shire of Corrigin
<b>Date:</b>	13/05/2024
<b>Reporting Officer:</b>	Natalie Manton, Chief Executive Officer
<b>Disclosure of Interest:</b>	NIL
<b>File Ref:</b>	GR.0030
<b>Attachment Ref:</b>	Attachment 8.2.1.1 – Revised Roe ROC Memorandum of Understanding Attachment 8.2.1.2 - Planning Session Notes Attachment 8.2.1.3 - Strategic Priorities Attachment 8.2.1.4 - Executive Officer Job Description and Indicative Budget Attachment 8.2.1.5 – Workforce Housing Scope of Works

#### SUMMARY

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

#### BACKGROUND

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

The existing Memorandum of Understanding (MOU) was circulated to delegates on 13 March 2023 for comment prior to its expiration on 30 June 2023. Minor amendments were made to the agreement and the following resolution was passed at the Roe ROC meeting on 15 June 2023:

*That delegates endorse the Roe ROC Memorandum of Understanding for the period 1 July 2023 to 30 June 2028 for presentation to member local governments.*

The Shire of Corrigin passed a resolution endorsing the Roe ROC MOU in June 2023 followed by the Shire of Kondinin and Narembeen in November 2023 and Shire of Kulin in December 2023.

The MOU has been signed by the Shire of Corrigin but has not been signed by the remaining local governments.

Following a planning session held on 21 March 2024, Caroline Robinson from 150 Square Consulting, reviewed the MOU and proposed some minor amendments to the purpose, objectives, principles, and Schedule 2. The changes also include provision for an Executive Support Officer.

The following documents are provided as attachments

- Notes from the planning session held on 21 March 2024 in Corrigin.
- Strategic Priorities with an indicative three year timeframe to help the group achieve some short to medium term projects and gain some momentum.
- Executive Officer job description and indicative budget
- Roe ROC MoU showing amendments.

#### COMMENT

Roe ROC delegates reviewed the proposed changes to the MOU at the meeting held on 19 April 2024 passed the following resolution:

*That Roe ROC recommend to Council*

1. *Receives and notes the following documents for review*
  - *Meeting notes from the planning session held on 21 March 2024 in Corrigin.*
  - *DRAFT Strategic Priorities with indicative 3 year timeframe to help the group achieve some short to medium term projects and gain some momentum.*
  - *DRAFT job description for an Executive Officer*
  - *Indicative budget for a human resource based on an ‘average’*
  - *A high level review of the current Roe ROC MoU*
  - *Potential governance models.*
2. *endorse the minor amendments to the Roe ROC Memorandum of Understanding, as shown in red in Attachment 5.1.1 and change the period to 1 July 2024 to 30 June 2029 for presentation to member local governments.*
3. *the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire’s common seal.*
4. *Form a short term working group comprising of Roe ROC CEO’s to review and finalise the Executive Officer job description, budget and governance models for presentation to June 2024 meeting.*

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

It is recommended that Council endorse the Roe ROC Strategic Priorities and Executive Officer position description and indicative budget.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

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

The indicative budget for the Executive Officer is \$11,000 per annum

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**  
**Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**40/2024 Moved: Cr. Leach**

**Seconded: Cr. Jacobs**

*That Council:*

1. *Receives and notes the following documents:*
  - *Meeting notes from the planning session held on 21 March 2024 in Corrigin.*
  - *Strategic Priorities with indicative three year plan.*
  - *Executive Officer position description and indicative budget.'*
2. *Endorse the Roe ROC Memorandum of Understanding for the period 1 July 2024 to June 2029 as provided in Attachment 8.2.1.1.*
3. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire of Corrigin Common Seal.*
4. *Make provision of \$11,000 in the 2024/2025 annual budget for a contribution towards the employment of a Roe ROC Executive Officer.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*  
*Against: Nil*



### 8.2.2 2024/2025 COMMUNITY ASSISTANCE PROGRAM

Applicant:	Shire of Corrigin
Date:	15/05/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 - 2024/2025 Community Assistance Program Applications Confidential Attachment – Ag Society Financials

#### SUMMARY

Council is requested to consider further applications received for the 2024/2025 Community Assistance Program.

#### BACKGROUND

Council established the Budget Consideration/Preparation and Community Grants Program policy in 2002. The policy was reviewed and updated in 2022 to provide guidelines on funding amounts and eligibility criteria.

The Community Assistance Program is designed to give financial assistance to the Corrigin community not for profit organisations and groups for various sponsorships, awards, projects, and events.

#### COMMENT

The 2024/2025 Community Assistance Program commenced advertising to the community in January 2024 with applications sent directly to many of Corrigin's community groups and sporting clubs personally inviting applications from each group. The program was also advertised to the wider community as per the below:

Facebook	24 January 2024 1 February 2024 6 February 2024 12 February 2024 21 February 2024
Shire Newsletter	February 2024 January 2024 March 2024
The Windmill Newspaper	Edition 1, 12 February 2024 Edition 3, 11 March 2024

At the Ordinary Meeting of Council held on 16 April 2024, Council resolved to consider the applications from the Corrigin Tennis Club, 1922 & You, and the Corrigin Triathlon in partnership with the Corrigin P&C.

An application was received prior to the closing date from the Corrigin Agricultural Society requesting assistance towards the 101<sup>st</sup> Corrigin Agricultural Show to be held in September 2024.

Application details are as follows:

Organisation	Funding Category	Maximum Council Contribution	Total Requested
Corrigin Agricultural Society	Significant Event Sponsorship/Assistance	\$10,000	\$9,945

The application is requesting Council for in-kind labour and equipment, annual fireworks contribution, and to sponsor the headline act the Junkadelic Band.

The Shire of Corrigin has previously contributed provided in kind labour and equipment as well as a contribution of \$3,000 for the fireworks each year at the Corrigin Agricultural Show

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

Policy 2.11 Community Assistance Program

**FINANCIAL IMPLICATIONS**

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

- Community Donations                      \$5,000    Maximum contribution of \$500 per application
- Community Grants                         \$15,000    Maximum contribution of \$5,000 per application
- Significant Events                         \$15,000    Maximum contribution of \$10,000 per application

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Social**

**An effectively serviced, inclusive and resilient community**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin’s arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

**Objective: Governance and Leadership**

**Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Provide Council adequate and appropriate financial information on a timely basis

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**41/2024 Moved: Cr. Leach**

**Seconded: Cr. Weguelin**

*That Council accepts the application from the Corrigin Agricultural Society and considers a provision of \$9,945 towards in kind services and equipment, fireworks and sponsorship of the headline act for the 101st Corrigin Agricultural Show in the 2024/2025 budget.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

### 8.2.3 PROPOSED LOCAL LAW – BUSH FIRE BRIGADES

Applicant:	Shire of Corrigin
Date:	10/05/2024
Reporting Officer:	Heather Talbot, Project Officer
Disclosure of Interest:	NIL
File Ref:	LE.0002
Attachment Ref:	Attachment 8.2.3 – <i>Shire of Corrigin Bush Fire Brigades Local Law 2024</i>

#### SUMMARY

In March 2024 Council resolved to commence the process for adoption of a new local law relating to the establishment of Bush Fire Brigades in the Shire of Corrigin.

This item seeks to finalise the formal local law-making process under section 3.12(4) of the *Local Government Act 1995* and make the attached *Shire of Corrigin Bush Fire Brigade Local Law 2024*.

#### BACKGROUND

The Shire of Corrigin does not currently have a local law for the establishment of Bush Fire Brigades. The Department of Fire and Emergency Services (DFES) and Western Australian Local Government Association (WALGA) provided advice to Council to rectify this situation in line with recent legal advice provided to both agencies. The premise of the advice was that if a Bush Fire Brigade is established, then this must be done in accordance with a Local Government's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954*.

During the March 2024 Council meeting, staff were directed to proceed to adoption of the *Shire of Corrigin Bush Fire Brigades Local Law 2024* and complete the requirements for public consultation. The results of the public consultation were then to be presented to Council for consideration following the closure date for submissions.

#### COMMENT

Community stakeholder engagement was undertaken in accordance with section 3.12(3) of the *Local Government Act 1995*. Local public notice was given in accordance with section 1.7 of the *Local Government Act 1995* and regulation 3A of the *Local Government (Administration) Regulations 1996* as following:

- A notice was published on the Shire of Corrigin website on 22 March 2024;
- a notice was published in the West Australian Newspaper on 27 March 2024;
- a notice was published in the April edition of the Shire of Corrigin Newsletter, published on the Shire website and social media on 28 March 2024 and included in the April editions of the Corrigin Windmill community newsletter;
- the public notice was displayed on the Shire Administration and Corrigin Community Resource Centre (Library) noticeboards between 22 March 2024 and 16 May 2024; and
- notice of the consultation was posted on the Shire's Facebook page on 27 March 2024.

No formal public submissions were received. An informal submission was received suggesting an independent person such as the Community Emergency Services Manager may be considered if declining a membership application is likely to be difficult for brigade members.

As required by section 3.12(3) of the *Local Government Act 1995*, a copy of the proposed local law was provided to both the Minister for Local Government and Minister for Emergency Services on 27 March 2024, via their relevant departments.

No formal responses have been received.

A final version of the *Shire of Corrigin Bush Fire Brigades Local Law 2024* as presented at the March 2024 Ordinary meeting of Council is attached.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 s3.12. Procedure for making local laws*  
*Bush Fires Act 1954 s41. Bush fire brigades*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

There are costs associated with the drafting, advertising and gazettal of the local law, estimated costs are under \$2,000.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**  
**Strong Governance and leadership**

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**42/2024 Moved: Cr. Jacobs**

**Seconded: Cr. Filinski**

*That Council:*

- 1. Resolves to make the Shire of Corrigin Bush Fire Brigades Local Law 2024 and authorises affixing of the Common Seal of the Shire to that local law.*
- 2. Authorise the Chief Executive Officer to complete the local law-making process as specified in section 3.12 of the Local Government Act 1995 to give effect to resolution one.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*  
*Against: Nil*

## 8.2.4 TENDER AIRSTRIP LIGHTS

Applicant:	Shire of Corrigin
Date:	16/05/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0360
Attachment Ref:	Attachment 8.2.4 Tender Report provided under a separate cover

### SUMMARY

Council is asked to consider the recommended successful tenderer to upgrade the lights at the Corrigin Airstrip.

### BACKGROUND

The Shire of Corrigin called tenders to upgrade the runway and helipad lighting as well as the Patient Activated Lighting (PAL) system at the Corrigin Airstrip on Reserve 28131. The tender specifications required tenderers to ensure compliance with Royal Flying Doctor Service (RFDS), Civil Aviation Safety Authority (CASA) and Australian Standards.

The Corrigin Airstrip is located approximately 4 kilometres west of Corrigin and is used several times per month for RFDS transfers and occasionally by recreational pilots.

The original lights were installed in 1976 on the east west runway and the Pilot Activated Landing (PAL) system was installed in 2001 to provide safe landing facilities for the Royal Flying Doctor Service.

The runway lights are in poor condition and are no longer supported for spare parts. Problems have been experienced with the PAL system which is at the end of its service life and currently requires manual operation.

The patient transfer building was upgraded in 2011 along with new apron, helicopter landing and windsock lighting.

The tender process was advertised on 19 April 2024 in the West Australian Newspaper, local newsletter, shire website, shire office and library notice boards and Facebook page. Interest in the tender was good and a site visit was attended by two companies.

Four compliant tenders were received by the closing date from the following companies.

Company Name	Price Inc GST
Aerolight	\$372,838
Airport Alliance Contracting	\$411,147.55
Park City Constructions	\$454,797.51
Aerodrome Management Services Pty Ltd (AMS)	\$580,873.87

The evaluation of the tenders against a predetermined compliance and weighted assessment criteria was delayed due to staff illness and a tender report will be provided under separate cover.

Criteria	Weighting
Tendered price	40%
Relevant company and contractor skills and experience	20%
Methodology and approach	20%
Availability and timeliness	10%
Regional price preference	10%

## COMMENT

Maintaining assets for the current and future community was identified as a key objective of the Strategic Community Plan 2021-2031.

Council identified the upgrade of the airstrip lights as a high priority project and passed the following resolution in August 2023:

*That Council authorise the CEO to prepare and lodge the LRCIP Phase 4 application for the following projects:*

*Part A upgrade to the Corrigin Medical and Wellness Centre  
upgrade airstrip lights*

*Part B Gill Road reseal and upgrade floodway on Wickepin Corrigin Road.*

The objective of the Local Roads and Community Infrastructure Program (LRCI) funding is to support local councils to deliver priority local road and community infrastructure projects, supporting jobs and the resilience of local economies to recover from the COVID-19 pandemic.

The purpose of the funding is to enable local governments to undertake additional infrastructure projects over and above what was planned to be undertaken using own funds, to stimulate local economy and create employment opportunities.

The airstrip lighting upgrade meets the eligibility requirements of the grant funding and is required to be completed by the June 2025 timeframe as outlined in the grant agreement:

The airstrip lighting upgrade will ensure the assets are well maintained for future generations and provide safer landing for the Royal Flying Doctor Service.

The lighting upgrade may be completed in stages depending on the cost and available funding. Contractors are asked to provide quotes for the complete upgrade as well as individual pricing for new runway lights, helipad lights and upgrade of the PAL system.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

*Local Government Act 1995:*

*s.3.57 Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996:*

- r.11 When tenders have to be publicly invited*
- r.13 Requirements when local government invites tenders though not required to do so*
- r.14 Publicly inviting tenders, requirements for*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

*The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:*

- a. Sole supplier arrangements may only be approved where a record is retained that evidences:*
  - i. A detailed specification;*
  - ii. The outcomes of market testing of the specification;*
  - iii. The reasons why market testing has not met the requirements of the specification; and*

iv. *Rationale for why the supply is unique and cannot be sources through other suppliers;*

*b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:*

- proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,*
- current supply contract expiry is imminent,*
- value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and*
- The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.*

*c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.*

d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.

#### **POLICY IMPLICATIONS**

##### Policy 2.9 Purchasing 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 4.4 of the 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

#### **FINANCIAL IMPLICATIONS**

The LRCIP Phase 4 Part A funding of \$172,092 and council contribution for the airstrip lights upgrade is included in the 2023/24 capital works budget

Quotes obtained in February 2024 were significantly greater than the tender threshold and available funds.



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

**Objective: Environment**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.3	We prepare and maintain our assets for the current and future community.	3.3.1	Shire Asset Management Plan reviewed, updated, integrated and implemented

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**43/2024 Moved: Cr. Dickinson**

**Seconded: Cr. Leach**

*That Council:*

- 1. Accepts the Tender submitted by Airport Alliance Contracting for the upgrade of the airstrip lights and Pilot Activated Lighting system as the most advantageous Tender to form a Contract.*
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

## **8.3 WORKS AND SERVICES**

### **9 CHIEF EXECUTIVE OFFICER REPORT**

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

### **10 PRESIDENT'S REPORT**

The President Cr Hickey provided an update on his meeting with Hon Reece Whitby, Minister for Energy, Environment and Climate Action, as part of a deputation from WALGA Central Country Zone to discuss proposed waste levy.

The meeting was very productive, and the group was able to provide additional information to educate the Minister on the impact of proposed legislative and policy changes to rural councils.

### **11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM**

Cr Jacobs recently attended the Roe Tourism meeting with Tayla Bryant from the Corrigin Community Resource Centre and reported the following actions:

- New signs for Pathways to Wave Rock have been organised and will be installed soon.
- Many long standing tasks have been completed such as signs and brochures.
- Council should start considering what can be done as a Council to attract more tourists to Corrigin

Cr Jacobs encouraged Councillors and community members to get involved in making our town more appealing to tourists.

Cr Jacobs was pleased to hear some very positive comments from visitors to town but noted that some local residents at the Golf Club were complaining about the lack of things to do in Corrigin in front of visitors to town. Cr Jacobs was very disappointed that community members were spreading negativity about Corrigin.

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

### **13 INFORMATION BULLETIN**

### **14 WALGA AND CENTRAL ZONE MOTIONS**

### **15 NEXT MEETING**

Ordinary Council Meeting on 18 June 2024.

### **16 MEETING CLOSURE**

The President Cr. D Hickey closed the meeting at 3:26pm and thanked everyone for their attendance.



# MINUTES

## ORDINARY COUNCIL MEETING

16 April 2024

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 16 April 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

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## 1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 3:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

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

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M B Dickinson

Cr. M A Weguelin

Cr. M R Leach

Cr. B E Filinski

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

Community Resource Centre Coordinator

N A Manton

K A Caley

J M Filinski

C E Negri

### APOLOGIES

### LEAVE OF ABSENCE

Cr. Jacobs requested a leave of absence for the period 5 June to 10 July 2024 including Council meeting on 18 June 2024.

### COUNCIL RESOLUTION

**23/2024 Moved: Cr. Dickinson**

**Seconded: Cr. Weguelin**

That Cr. Jacobs be granted leave of absence for the period from 5 June to 10 July 2024.

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

## 3 PUBLIC QUESTION TIME

## 4 MEMORIALS

The Shire has been advised that William (Bill) Matthews has passed away since the last meeting.

## 5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

## 6 DECLARATIONS OF INTEREST

CEO N Manton declared a financial interest in Item 8.2.1 – CEO Performance Review Occasional Committee Recommendations as it relates to CEO salary.

## **7 CONFIRMATION OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 March 2024 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**24/2024 Moved: Cr. Dickinson                      Seconded: Cr. Fare**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 March 2024 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

### **7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE MEETING**

Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 9 April 2024 (Confidential Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**25/2024 Moved: Cr. Filinski                      Seconded: Cr. Jacobs**

*That Council receives and notes the Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 9 April 2024 (Confidential Attachment 7.2.1).*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

## **8 MATTERS REQUIRING A COUNCIL DECISION**

### **8.1 CORPORATE AND COMMUNITY SERVICES REPORT**

#### **8.1.1 ACCOUNTS FOR PAYMENT**

Applicant:	Shire of Corrigin
Date:	11/04/2024
Reporting Officer:	Karen Wilkinson, Senior Finance Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – March 2024

#### **SUMMARY**

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of March 2024.

#### **BACKGROUND**

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

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

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

#### **COMMENT**

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

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Policy 2.7 – Purchasing Policy  
Policy 2.16 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**  
**Strong Governance and leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**26/2024 Moved: Cr. Weguelin**

**Seconded: Cr. Filinski**

*That Council receives the list of accounts paid during the month of March 2024 as per the attached Schedule of Payment, and as summarised below:*

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

<i>Cheque Payments</i>	<i>020979 - 020979</i>	<i>\$31,091.10</i>
<i>EFT Payments</i>	<i>EFT19822 - EFT19906</i>	<i>\$597,909.13</i>
<i>Direct Debit Payments</i>		<i>\$44,257.21</i>
<i>EFT Payroll Payments</i>		<i>\$150,470.64</i>

***Total Municipal Account Payments*** ***\$823,728.08***

***Trust Account***

<i>EFT Payments</i>	<i>EFT19856</i>	<i>\$2,429.57</i>
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***Total Trust Account Payments*** ***\$2,429.57***

***Edna Stevenson Trust Account***

<i>EFT Payments</i>	<i>EFT19855</i>	<i>\$15.99</i>
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***Total Trust Account Payments*** ***\$15.99***

***Licensing Trust Account***

<i>Direct Debit Payments</i>		<i>\$41,710.20</i>
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***Total Licensing Trust Account Payments*** ***\$41,710.20***

***Total of all Accounts***

***\$867,883.84***

***Carried 7/0***

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*



## 8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	09/04/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 March 2024

### SUMMARY

This report provides Council with the monthly financial report for the month ending 31 March 2024.

### BACKGROUND

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

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

### COMMENT

Item	Reference
<p><b>Cash at Bank</b>                      The total cash as at 29 February 2024 was \$7,542,864. This is comprised of \$609,417 municipal funds (Municipal Bank Account and various till floats), \$2,012,511 in short term investment and \$4,920,936 in reserve funds.</p>	<p>Page 9 – Cash and Financial Assets                      Page 10 – Reserve Accounts</p>
<p><b>Capital Acquisitions</b>                      The capital budget is approximately 55% complete as at the 31 March 2024.  <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor.  <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of finalising evaluations of quotes.  <u>Plant and Equipment</u> – The Jet patcher is scheduled to arrive in April 2024. The Manager of Works and Services vehicle is scheduled for delivery in April 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction.  <u>Roads</u> – Projects are on schedule.  <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in April 2024. The project has been pushed back a month to allow for the road projects to be completed and experienced staff be available to complete the works.  <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. Swimming pool expansion joints are on track to be completed at the end of the summer season.</p>	<p>Page 11 – Capital Acquisitions                      Page 12 – Capital Acquisitions Continued                      Page 13 – Disposal of Assets</p>

<p><b>Receivables</b> Rates outstanding is \$63,022. 98% of rates have been collected for the year compared to 97% in March 2023. Current receivables of \$202,088 include \$176,000 of grant funding claims for capital road projects.</p>	<p>Page 14 – Receivables</p>
<p><b>Closing Funding Surplus/(Deficit)</b> Year to date (YTD) actual closing balance is \$2,513,453 which is comprised of \$8,084,732 Current Assets less \$568,084 Current Liabilities less \$5,003,195 Adjustments to Net Current Assets.</p>	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

Further information on the March financial position is in the explanation of material variances included in the monthly financial report.

**STATUTORY ENVIRONMENT**

s. 6.4 Local Government Act 1995, Part 6 – Financial Management  
r. 34 Local Government (Financial Management) Regulations 1996  
r. 35 Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**  
**Strong Governance and Leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**27/2024 Moved: Cr. Jacobs**

**Seconded: Cr. Leach**

*That Council accepts the Statement of Financial Activity for the month ending 31 March 2024 as presented, along with notes of any material variances.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*  
*Against: Nil*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	11/04/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 8.2.1 – CEO Performance Review Summary Report

#### REASON FOR CONFIDENTIALITY

The Chief Executive Officer's (CEO) Performance Review is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995* because it deals with matters affecting an employee of Council.

#### COUNCIL RESOLUTION

**28/2024 Moved: Cr. Fare**

**Seconded: Cr. Weguelin**

*That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

**K Caley, C Negri and J Filinski left the meeting at 3:06pm**

#### SUMMARY

The CEO Performance Review Occasional Committee is recommending that Council endorse the resolutions from the meeting held on 9 April 2024 regarding the CEO's performance.

#### BACKGROUND

Council appointed Mrs Natalie Manton as the Shire of Corrigin CEO for a three year period commencing 6 March 2018 and expiring on 5 March 2021. At the Ordinary Council meeting held on 20 October 2020 Council voted to renew the CEO contract for a further period of five years commencing on 6 March 2021.

The CEO's performance review was undertaken on 9 April 2024, in accordance with the terms of the Contract of Employment and the *Local Government Act 1995*.

To assist Council in the process of review, the CEO prepared a confidential report outlining evidence of achievements measured against the performance criteria. Independent consultants Price Consulting Pty Ltd were engaged to assist with the review.

#### COMMENT

A confidential report was presented to the CEO Performance Review Committee as part of the performance review process.

The summary performance review report is included as an attachment.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*s.5.38 Annual review of employees' performance*

*s.5.39 Contracts for CEO and senior employees*

3.39A Model standards for CEO recruitment, performance and termination

Local Government Administration Regulations

Division 3 Standards for CEO recruitment, performance and termination

**POLICY IMPLICATIONS**

5.21 CEO Performance Review

**FINANCIAL IMPLICATIONS**

CEO salary is contained in the annual budget.

On Friday 05 April 2024, the Salaries and Allowances Tribunal released the 2024 Local Government Chief Executive Officers and Elected Members Determination setting salaries, allowances, fees etc effective 01 July 2024. The significant changes in this Determination include:

- An increase to the CEO Band 4 remuneration range
- A 4% increase to all CEO and Elected Member Bands
- An additional 0.5% increase to all CEO Bands to reflect the legislated increase to the superannuation guarantee
- A change to the Motor Vehicle section of the Determination (Part 5) for regional Band 3 and 4 Local Governments means any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package. This provides further flexibility in setting the Total Reward Package for a CEO.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Governance and Leadership

Strong Governance and Leadership

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

**VOTING REQUIREMENT**

Absolute Majority

**COUNCIL RESOLUTION**

**29/2024 Moved: Cr. Weguelin**

**Seconded: Cr. Fare**

*That Council:*

1. *Notes that the performance appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of April 2023 to March 2024.*
2. *Endorses by absolute majority the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.*
3. *Approves an increase of 6% to the salary component of the CEO's Total Remuneration Package, effective 1 July 2024.*
4. *Approves the CEO's Performance Criteria for the 2024-2025 period, as per Attachment 1.*

**Carried By Absolute Majority 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

**COUNCIL RESOLUTION**

**30/2024 Moved: Cr. Jacobs**

**Seconded: Cr. Filinski**

*That Council in accordance with Clause 15.11 of the Standing Orders reopen the meeting to the public.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski*

*Against: Nil*

**K Caley, C Negri and J Filinski re-entered the room at 3:11pm**

**8.2.2 2024/2025 COMMUNITY ASSISTANCE PROGRAM**

Applicant:	Shire of Corrigin
Date:	09/04/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 - 2024/2025 Community Assistance Program Applications (Financial Information is provided under separate confidential cover)

**SUMMARY**

Council is requested to consider the applications received for the 2024/2025 Community Assistance Program.

**BACKGROUND**

Council established the Budget Consideration/Preparation and Community Grants Program policy in 2002. The policy was reviewed and updated in 2022 to provide guidelines on funding amounts and eligibility criteria.

The Community Assistance Program is designed to give financial assistance to the Corrigin community not for profit organisations and groups for various sponsorships, awards, projects, and events.

**COMMENT**

The 2024/2025 Community Assistance Program commenced advertising to the community in January 2024 with applications sent directly to many of Corrigin’s community groups and sporting clubs personally inviting applications from each group. The program was also advertised to the wider community as per the table below:

Facebook	24 January 2024 1 February 2024 6 February 2024 12 February 2024 21 February 2024
Shire Newsletter	February 2024 January 2024 March 2024
The Windmill Newspaper	Edition 1, 12 February 2024 Edition 3, 11 March 2024

Only one application was received by the original closing date. However, it was decided to extend the closing date until Friday, 12 April 2024. As of the date of this item, The Corrigin Triathlon in partnership with the Corrigin P&C have indicated they will submit an application by the extended deadline with no other applications or acknowledgement of a potential application being received from other community groups. The total requested provided in the below table for the Corrigin Triathlon is indicative only and is subject to change on receipt of the finalised application.

Applications are as follows:

Organisation	Funding Category	Maximum Council Contribution	Total Requested
Corrigin Tennis Club	Community Grants	\$5,000	\$3,800
Corrigin Triathlon in partnership with Corrigin P&C	Community Grants	\$5,000	\$4,500

The Corrigin Bowling Club is currently exploring avenues for securing funding to upgrade the lights on the bowling green. The club will meet with representatives from the Department Local Government, Sport and Cultural Industries on 14 May to discuss the lighting upgrade proposal.

Selection Criteria:	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## POLICY IMPLICATIONS

Policy 2.11 Community Assistance Program

### FINANCIAL IMPLICATIONS

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

- Community Donations                      \$5,000    Maximum contribution of \$500 per application
- Community Grants                         \$15,000    Maximum contribution of \$5,000 per application
- Significant Events                         \$15,000    Maximum contribution of \$10,000 per application

### COMMUNITY AND STRATEGIC OBJECTIVES

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

**Objective:** Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin’s arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

**Objective:** Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community.	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.



**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**31/2024 Moved: Cr. Jacobs**

**Seconded: Cr. Dickinson**

*That Council accepts the application from the Corrigin Tennis Club and considers a provision of \$3,800 towards the removal of asbestos and replacement of eaves and gutters at the Corrigin Tennis Clubhouse in the 2024/2025 budget.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

**ORIGINAL MOTION**

**Moved: Cr. Jacobs**

**Seconded: Cr. Leach**

*That Council consider a future application from the Corrigin Triathlon with a provision up to \$2,500 towards the traffic management for the 2025 Corrigin Triathlon event in the 2024/2025 budget.*

**AMENDMENT**

**32/2024 Moved: Cr. Weguelin**

**Seconded: Cr. Fare**

- 1. Substitute the amount of \$2,500 for \$4,500.*
- 2. Add the words “subject to a meeting taking place with the CEO and traffic management company with the goal of lowering the cost” after the words 2024/2025 budget.*

**Carried 4/3**

*For: Cr. Weguelin, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Cr. Hickey, Cr. Jacobs and Cr. Dickinson*

**COUNCIL RESOLUTION**

**33/2024 Moved: Cr. Weguelin**

**Seconded: Cr. Fare**

*That Council consider a future application from the Corrigin Triathlon with a provision up to \$4,500 towards the traffic management for the 2025 Corrigin Triathlon event in the 2024/2025 budget, subject to a meeting taking place with the CEO and traffic management company with the goal of lowering the cost.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

**COUNCIL RESOLUTION**

**34/2024 Moved: Cr. Jacobs**

**Seconded: Cr. Weguelin**

*That Council accepts the application from 1922 & You for a provision of up to \$3,000 for the purchase of seating and tables in the 2024/2025 budget.*

**Carried 7/0**

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski  
Against: Nil*

### **8.3 WORKS AND SERVICES**

#### **9 CHIEF EXECUTIVE OFFICER REPORT**

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

#### **10 PRESIDENT'S REPORT**

The President recently attended the WALGA Central Country Zone meeting in Pingelly. A meeting is scheduled to meeting with Hon Reece Whitby Minister for Energy, Environment and Climate Action regarding proposed waste levy.

#### **11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM**

Cr. Jacobs also attending the WALGA Central Country Zone meeting in Pingelly along with Cr Hickey and CEO N Manton and note the following points of interest:

The Shire of Pingelly recently announced an initiative to offer grants of up to \$50,000 to attract or expand businesses in the shire and a printing business has taken up the grant.

The shire has undertaken an initial consultation for establishing an independent school, with the goal to retain more high school students within the town's education system.

Hon Steve Martin, MLC Member for the Agricultural Region confirmed the funding agreement had been signed for the Wheatbelt Secondary Freight Network and raised concerns over the decline in the number of houses in the region compared to 2017 despite assurances from the government that the number of houses had increased.

The new firearm legislations set to be implemented in 6 weeks was discussed.

Mr Martin identified the recent decision to prevent tourists from passing through Horizontal Falls from 2028 as a potential concern for local wheatbelt tourist attractions such as Wave Rock. The government intervention aimed to balance tourism and protect the environment has been welcomed by traditional owners. Cr Jacobs noted that the decision may have implications for natural tourist attractions in Corrigin and surrounding areas.

Cr Jacobs also mentioned that Hon Shelly Payne MLC, Member for the Agricultural Region discussed several government initiatives and available grants, including the provision of free flu vaccines.

Cr. Jacobs was dissatisfied with Ms Payne's limited response to queries at the zone meeting about assistance for sheep farmers to manage cash flow as a result of the proposed ban on live sheep trade and provided information about farmer support services.

Cr. Jacobs reported that concerns were expressed by delegates at the meeting about the high turnover of Local Government Ministers, with seven different appointments in the past five years. Cr. Jacobs and other delegates felt that the role was used by politicians as a stepping stone to further their careers and more consistency is needed.

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

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

Ordinary Council Meeting on 21 May 2024.

**16 MEETING CLOSURE**

The President Cr. D Hickey closed the meeting at 3:34pm and thanked everyone for their attendance.



# MINUTES

ENDA STEVENSON TRUST FUND  
TRUSTEES MEETING

**14 May 2024 at 12.00pm**

Venue: Corrigin Council Chambers  
9 Lynch Street, Corrigin

## Terms of Reference

### **1.0 NAME**

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

### **2.0 OBJECTIVES OF TRUST FUND**

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

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

Income shall be applied in the following ways:

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

### **4.0 TRUSTEES**

Section 1 (h) of the Trust Deed notes that the Trustees shall be those people from time to time holding the offices of the:

- (a) President of the Shire of Corrigin
- (b) Chairman of the Corrigin District High School Council
- (c) Headmaster of Corrigin District High School
- (d) Officer in Charge of Police of the Corrigin Police Station

**1. DECLARATION OF OPENING**

The Chairperson, Cr Des Hickey, opened the meeting at 12:17pm

**2. ATTENDANCE/APOLOGIES**

President – Shire of Corrigin	Cr D Hickey
Principal – Corrigin District High School	S Hardingham
Officer In Charge – Corrigin Police	S Hickman

**Staff**

Chief Executive Officer – Shire of Corrigin	N Manton
Executive Support Officer – Shire of Corrigin	J Filinski

**APOLOGIES**

Chairperson – Board Corrigin District High School	B Poultney
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**3. MINUTES OF PREVIOUS MEETING**

**Moved: S Hickman**

**Seconded: S Hardingham**

*Minutes of the Edna Stevenson Trust Fund Trustees meeting held on 12 February 2024 (Attachment 3.1) be confirmed as a true and accurate record.*

**Carried**

**4. GENERAL BUSINESS**

**4.1. FINANCIAL REPORTS**

Financial reports as at 1 May 2024

Edna Stevenson Trust Fund			
Receipts and Payments Statement for 2023/2024			
As at 30 April 2024			
Income		Expenditure	
Interest - 2023/2024	\$ 3,916.00	Scholarships paid - 2023/2024	\$ 22,500.00
		Administration Fee paid to Corrigin Shire - 2024	\$ 4,400.00
		Storage for Opals	\$ 96.84
<b>Total Income</b>	<b><u>\$ 3,916.00</u></b>	<b>Total Expenditure</b>	<b><u>\$ 26,996.84</u></b>
Opening Balance (2006/07)			\$ 30,050.67
Balance of Income & Expenditure - 2007/08			\$ 737,163.11
Balance of Income & Expenditure - 2008/09			\$ 28,870.86
Balance of Income & Expenditure - 2009/10			\$ 33,482.54
Balance of Income & Expenditure - 2010/11			\$ 21,971.28
Balance of Income & Expenditure - 2011/12			\$ 33,558.85
Balance of Income & Expenditure - 2012/13			\$ 21,490.90
Balance of Income & Expenditure - 2013/14			\$ 18,684.62
Balance of Income & Expenditure - 2014/15			\$ 8,702.19
Balance of Income & Expenditure - 2015/16			\$ 13,869.35
Balance of Income & Expenditure - 2016/17			-\$ 18,617.13
Balance of Income & Expenditure - 2017/18			\$ 9,309.52
Balance of Income & Expenditure - 2018/19			\$ 1,713.96
Balance of Income & Expenditure - 2019/20			-\$ 14,174.30
Balance of Income & Expenditure - 2020/21			-\$ 23,309.66
Balance of Income & Expenditure - 2021/22			-\$ 24,809.62
Balance of Income & Expenditure - 2022/23			-\$ 20,408.61
Balance of Income & Expenditure - 2023/24			-\$ 23,080.84
<b>Balance as at 30 April 2024</b>			<b><u>\$ 834,467.69</u></b>
<b>National At call Common Fund - Bank Reconciliation</b>			
Bank Balance as per statement 30/04/2024			<b><u>\$ 834,467.69</u></b>
Net Balance - Capital	\$ 728,900.73		
Net Balance - Operating	<u>\$ 105,566.96</u>		
	<u>\$ 834,467.69</u>		

The Shire of Corrigin holds in trust the following items, which are located within Council's safe  
 1 pearl necklace  
 8 silver pendants  
 161 opal stones as at 14 July 2023

**Moved: S Hardingham**

**Seconded: S Hickman**

*That the Financial Statement as shown above be received*

**Carried**

## 4.2. SCHOLARSHIP STATUS REPORT

2023 Academic year:					
	Awarded	Claimed	Unclaimed	Remaining	Comments
Samuel Hughes	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Agreement received. Payments made.
Morgan Houde-Pearce	\$4,000.00	\$4,000.00	\$0.00	\$0.00	Agreement received. Payments made.
CDHS - Resilience Project	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Sponsorship awarded. Payments made.
2024 Academic year:					
	Awarded	Claimed	Unclaimed	Remaining	Comments
Tyler Lee-Dyer	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	Agreement Pending
CDHS - Resilience Project	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Sponsorship awarded. Payments made.
CDHS - Year 7-10 Canberra Camp	\$7,500.00	\$7,500.00	\$0.00	\$0.00	Sponsorship awarded. Payments made.
CDHS - Year 5-6 Ningaloo Camp	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Sponsorship awarded. Payments made.

Tyler Lee-Dyer agreement remains unaccepted due to not currently being enrolled at Narrogin District High School or Narrogin Ag School. Centrelink have not provided support required to make an enrolment to a Narrogin school possible and so Tyler is currently studying via correspondence in Corrigin.

The school is working closely with Tyler with an aim to find him employment. At this stage it is unlikely an enrolment will be made to a school in Narrogin for this calendar year and the agreement remains unsigned.

**Action:** Withdraw Tyler Lee-Dyer’s scholarship

### 4.3.1 CONSIDERATION OF NEW SCHOLARSHIP APPLICATIONS

As at 1 May 2024, no new scholarship applications have been received

### 4.3.2 CORRIGIN DISTRICT HIGH SCHOOL

The Corrigin District High School (CDHS) Principal S Hardingham submitted a proposal (Attachment 4.3.2) for funding towards a year 6-8 camp to Japan in the 2025 calendar year.

#### Background

The Trustees passed several motions at the meeting in November 2023 granting \$5,000 to CDHS to be used for the Resilience Project, granting \$7,500 to CDHS for a year 7-10 camp and granting \$10,000 to CDHS for a year 5-6 camp, all for the 2024 calendar year.

The Principal advised that the 2023 grant for the Resilience Project supported staff training, course materials, student journals and allowed development of a range of resources to educate and build resilience in students. The camp funding provided opportunity to reduce the cost per child to attend camps and allow more families to send their children on the camps.

#### Actions:

Defer a resolution until the next meeting.  
ESO to distribute the Trust Deed to all trustees.

## 4.4 OTHER MATTERS

Edna Stevenson Opal Sale Friday 3 May 2024 made \$535.00 in sales from opals and jewellery. The Shire will continue to sell the remaining opals/jewellery.

## 5 NEXT MEETING

The next meeting will be 10 June 2024, time TBA.

## 6 MEETING CLOSURE

The Chairperson, Cr. Des Hickey closed the meeting at 12:46pm and thanked everyone for their attendance.





# MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

**14 May 2024 at 1:00pm**

Venue: Council Chambers,  
9 Lynch Street, Corrigin

## Terms of Reference

### 1.0 NAME

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

### 2.0 ROLE OF THE COMMITTEE

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

### 3.0 OBJECTIVES OF THE COMMITTEE

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

### 4.0 MEMBERSHIP

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

Membership of the Committee shall be:

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

### 5.0 PRESIDING MEMBER

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

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

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

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

## **6.0 CONDUCT OF MEETINGS**

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

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

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

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

### **Every meeting:**

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

### **First quarter:**

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

### **Second quarter:**

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

### **Third quarter:**

- Identify emergency management projects for possible grant funding.

### **Fourth quarter:**

- National and State funding nominations.

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

## **7.0 DELEGATED POWERS**

The Committee has no delegated powers and is an advisory committee to Council only.

Recommendations of committee meetings are to be presented to Council by staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

## 1. DECLARATION OF OPENING

The Chairperson, Cr Des Hickey opened the meeting at 1:03pm.

## 2. ATTENDANCE/APOLOGIES

Shire President, Shire of Corrigin	Cr. D Hickey
Shire Deputy President, Shire of Corrigin	Cr. S Jacobs
Chief Executive Officer, Shire of Corrigin	N Manton
Executive Support Officer, Shire of Corrigin	J Filinski
Area Officer Narrogin West, DFES	J Carrall
District Officer – Emergency Management, DFES	A Whitford
District Emergency Management Advisor, DFES	C Powis
Corrigin Police, Sergeant	S Hickman
Corrigin VFRS, Captain/CESM, Shire of Corrigin	T Di Fulvio
Director of Nursing/HSM, Corrigin Hospital	E McIntosh
Chair, Corrigin St John Ambulance	B Strawbridge-Hill
LEMC Representative, Corrigin St John Ambulance	G Dawson
Operation Delivery Officer, Western Power	D White
Regional Manager - Metro, Department of Communities	A Nemeth (Teams)
	Left at 1:43pm

### APOLOGIES

Principal, Corrigin District High School S Hardingham

## 3. MINUTES OF PREVIOUS MEETING

**Moved: S Hickman**                      **Seconded: Cr. S Jacobs**

*Minutes of the Local Emergency Management Committee Meeting held on 12 February 2024 are a true and correct record (Attachment 3.1)*

**Carried**

## 4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any changes to any known contact details via email to [eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au).

- Local Emergency Management Arrangements (*Attachment 4.1*)
- Local Emergency Evacuation Plan (*Attachment 4.2*)
- Local Emergency Recovery Plan (*Attachment 4.3*)

Action: ESO to investigate details for school buses, Cr. S Jacobs pointed out some minor corrections.

## 5. REVIEW OF INCIDENTS AND EXERCISES

### 5.1. INCIDENTS

Planned power outage 20 April 2024

- Thank you to Western Power for providing a generator to businesses that requested one and for the CREC.
- Telstra received notification that there was a power outage and decided against providing a generator to keep the Corrigin Telephone Exchange active for the duration
  - Telstra confirmed they were aware that that power outage was going to last 10 hours
  - Telstra also indicated they understood that the battery life at the exchange depletes within 6-7 hours
  - Their system determined that upon review of certain criteria, support was not required.

- During the planned power outage the exchange did go down as expected and caused a some concerns
  - The hospital had a patient that needed a doctor consult and one of the nurses was trying to use the hospital satellite connection from the carpark to get through and struggled
  - VFRS received a direct fire alarm hours after it was activated
- 12 April 2024 – Bushfire on Brookton Highway/Lomos North Road
- Shire of Waroona sent a thank you letter to Corrigin Central Brigade for their assistance with the Nanga Brook bushfire on Wednesday 3 April 2024.

## **5.2. HAZARD REDUCTION BURNS**

- 18 March 2024 – Corrigin Golf Course and Shire Depot
- 25 March 2024 – Corrigin Rifle Range

## **5.3. DESKTOP EXERCISE**

No exercise run this meeting as recent power outage and prescribed burns provided opportunities for training.

## **6. DEVELOPMENT OF FUTURE EXERCISES**

Department of Communities – Jo Spadaccini will be running and exercise on 11 June with further information to follow.

Fire simulation exercise to be run by DFES in the future with further information to follow.

Action: ESO to provide committee with dates and locations of the above exercises when they become available.

## **7. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE**

NIL

## **8. OTHER MATTERS**

All FCO's now receive text messages to alert them of fires in the area rather than call to shire landline which was only available during business hours.

Several calls have been made to 000 for burning off, triggering false alarms. Permit holders should be notifying DFES when they are burning off as a requirement of their permit if ticked, which would aid in fewer false alarm calls during permit season.

Telstra has shared news that the 3G closure will be extended by two months (Until 31 August 2024) to allow Telstra customers to make relevant changes. Anyone utilising devices locked into the 3G network will need to prepare by purchasing updated devices that are at least 4 G compatible by 31 August to ensure they remain online.

## 9. REPORTS

Reports from LEMC members and stakeholders

### Department of Communities – A Nemeth (Via Email)

- The Department of Communities is auditing evacuation centres state-wide to identify region specific risks and discuss upgrades with Local Governments, aiming to make use of the 2025 Disaster Ready Fund grants program.
- Department of Communities are prioritising evacuation centre training over the next 6 months and would like to be invited along to any training that is taking place by LEMC during this time.
  
- Communities Recovery Activities – Kimberly Floods Recovery Program
  - Entering into the second year of recovery, the program is emphasising community resilience and well-being post floods.
  - Activities encompass managing the social domain, focusing on safety, shelter, health, psychosocial wellbeing of affected individuals, alongside bolstering community resilience.
  - Infrastructure and built environment recovery efforts are targeting clean-up, repair and reconstruction of buildings, homes and roads.
  
- Mariginiup Fires Recovery Program
  - Department of Communities are working closely with the City of Wanneroo, focusing on psychosocial wellbeing and financial support for those affected by the Mariginiup fires.
  - Psychologists are supporting impacted residents, while the financial assistance package aims to provide the replacement of essential household items.
  - Site visits to damaged properties are currently underway to initiate the clean-up program and ensure residents have access to necessary support services throughout the recovery process.

### DFES – J Carrall

- Local Government Grants Scheme budgets have been submitted and mitigation funding applications have all been completed and sent off.
- Spray treatments are due to take place throughout Corrigin in the coming weeks.
- Corrigin's mitigation application is for ongoing maintenance of all mitigation work that has taken place in this year's mitigation works.
- J Carrall thanked T DiFulvio for taking on the role of CESM over the past two months whilst Jason has been filling in as Area Officer – Narrogin.
- J Carrall will be back as CESM for the week beginning Monday 20 May, with focus on budgets. After that week J Carrall will be on holidays for a couple of weeks.
- J Carrall suggested advertisements preparedness for storms and floods.
- J Carrall reinforced fatalities and major injuries from road crashes has been increasing, with a fatality as close as Pingelly in the past 2-3 weeks. DFES has been assisting Police where they can with such crashes.
- Structural fires have been on the rise in the last couple of months and J Carrall emphasised local governments are responsible for all structural fires outside of the townsite. There are training opportunities this year to cover structural fires, with the next course being held in Narrogin over 2 days, 8-9 May 2024.

### Corrigin Police – S Hickman

- Police are expecting that they may soon receive satellite phones to minimise communication disturbances in areas or during times other means of communication isn't viable.

- Fatalities and serious injuries are on the rise from vehicle accidents in regional areas. Police are aiming to increase police presence in particular hot spots to aid in minimising the number of these accidents.
- More education and improvement in road conditions to also help in minimises vehicle accidents.

#### **Corrigin District Hospital - E McIntosh**

- The hospital staff are still agency based, however still doing their best to find ways to recruit permanent staff for the town
- There are three to four potential candidates that plan to move to town and take on permanent positions. Housing is still a major issue.
- New age care policies will begin in the new year.

#### **Corrigin Volunteer Fire and Rescue – T DiFulvio**

- Volunteer Fire and Rescue Service (VFRS) have costed up Starlink and deem that it is too expensive for their brigade long term and have recently had their satellite phones removed from the brigade.
- VFRS has a new light tanker added to their equipment.

#### **St John Ambulance - B Strawbridge-Hill**

- St John's radios have been upgraded and have been tested all the way to Narrogin, working well. The next step is to upgrade the radios to have a direct link into the Perth region as an alternative means of communication if all else fails at any point
- St John's aims to have a couple of handhels circulated through their staff/volunteers so even if phone communication goes down, there will always be people that will have a tool for communication at home to be alerted of when a job needs to take place.
- Training for volunteers has been planned to improve their skills in a paramedic style course so they can be more assistive in trauma situations.
- There have been a couple of new recruits onboarded in the area.

#### **Shire of Corrigin – Cr. S Jacobs**

- Cr. S Jacobs expressed a heartfelt thank you to everyone for supporting the Corrigin community and explained we are extremely lucky as a community to have the support we do from organisations and volunteers alike.

#### **Shire of Corrigin – CEO N Manton**

- N Manton thanked everyone involved in completing the mitigation program and commended a job well done.
- A tender for upgrading the airstrip lights is currently underway with hopes that both the airstrip and helipad lighting can be upgraded at the same time, however priority will be given to the airstrip lights depending on costs and funding.
- The fence around the rifle range is still planned to be repaired.
- The Draft Bush Fire Local Law is out for comment, due to have all feedback by Thursday 16 May 2024.
- Policies and procedures for the bushfire brigades will go to Council in the future, outlining the expectations of how the shire's brigades will conduct business.

#### **DFES – C Powis**

- DFES is currently seeking feedback on their review of the State Hazard Management Plan from agencies, including local governments. Feedback closes May 31 2024.
- DFES is reviewing state-level recovery coordination and governance arrangements to clarify state support to local governments after emergencies. Focus group sessions with local government representatives will be conducted as a part of this process.

- SEMC is developing the Sector Adaption Plan Discussion Paper to support local governments in advancing climate change adaption and emergency management goals. Input from stakeholders, including local governments, is being gathered through targeted consultations.
- The report on the state's emergency management capability and preparedness in 2023 has been released, highlighting strengths, weaknesses and areas of improvements. This report combines input from 170 different agencies.
- Several state hazard plans are currently under review with a couple of extensions being granted.
- The Improvement Program for Local Emergency Management Arrangements (LEMA) has now been finalised. DFES urges preparation for any LEMA that are due for their 5 yearly review, insisting that 6 months needs to be allocated to the review process
- Nominations are open for the Resilient Australia Awards until 31 May 2024. This award will provide recognition for programs or initiatives promoting risk, preparedness, resilience, and community recovery.

**Western Power – D White**

- Western Power has two permanent administration staff based in Kondinin, D White being one of them.
- D White is happy to be a local point of contact for the Shire and work with Western Power to support the Corrigin community during times of power outages.
- D White has had some experience in local government and so understands a Shire's needs and processes.

**10. NEXT MEETING**

The next meeting will be Monday 12 August 2024 at 1:00pm

**11. MEETING CLOSURE**

The Chairperson, Cr. Des Hickey closed the meeting at 2:24pm and thanked everyone for their attendance.



**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

**MUNICIPAL ACCOUNT**

**CHEQUE PAYMENTS**

<b>CHEQUE #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
20980	18/04/2024	WATER CORPORATION OF WA	WATER CHARGES	\$ 20.00
<b>TOTAL CHEQUE PAYMENTS</b>				<b>\$ 20.00</b>

**EFT PAYMENTS**

<b>EFT #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT19908	04/04/2024	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 409.63
EFT19909	04/04/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 735.80
EFT19910	04/04/2024	ANGLO AMERICAN EXPLORATION (AUST) PTY LTD	CUSTOMER REFUND	\$ 193.02
EFT19911	04/04/2024	B G L SOLUTIONS	VERTIDRAIN APEX PARK	\$ 770.00
EFT19912	04/04/2024	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 476.13
EFT19913	04/04/2024	CJS AGRI-MECHANICS	PLANT REPAIRS - PRIME MOVER, TIP TRUCK, CREW CAB TRUCK	\$ 4,155.25
EFT19914	04/04/2024	CARIS NEGRI	STAFF REIMBURSEMENT	\$ 78.00
EFT19915	04/04/2024	CONNELLY IMAGES	PROMOTIONAL SIGNS - GRANITE RISE ESTATE	\$ 693.00
EFT19916	04/04/2024	CORRIGIN ENGINEERING PTY LTD	PLANT REPAIRS - CHERRY PICKER	\$ 371.11
EFT19917	04/04/2024	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 219.90
EFT19918	04/04/2024	CORRIGIN NEWSAGENCY	NEWSPAPERS AND STATIONERY SUPPLIES - JANUARY & FEBRUARY 2024	\$ 125.15
EFT19919	04/04/2024	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 646.00
EFT19920	04/04/2024	ERROL WHITING	STAFF REIMBURSEMENT	\$ 220.00
EFT19921	04/04/2024	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR APRIL 2024	\$ 14,087.78
EFT19922	04/04/2024	GREENFIELD TECHNICAL SERVICES	ASSISTANCE WITH DRFAWA EMERGENCY CLAIMS - FLOOD AND FIRE	\$ 4,251.78
EFT19923	04/04/2024	JOELENE JOY FAWKES	STAFF REIMBURSEMENT	\$ 96.50
EFT19924	04/04/2024	KATHERINE CLAIRE WEGUELIN	BOND REFUND	\$ 100.00
EFT19925	04/04/2024	MACA INFRASTRUCTURE PTY LTD	CEMENT STABILISATION - FLOODWAYS ON BABAKIN-CORRIGIN ROAD	\$ 21,564.92
EFT19926	04/04/2024	MCPEST PEST CONTROL	PEST CONTROL SERVICES	\$ 330.00
EFT19927	04/04/2024	NEU-TECH AUTO ELECTRICS	PLANT PARTS - COMMUNITY BUS, ELECTRIC POOL COVER WINDER	\$ 639.70
EFT19928	04/04/2024	ORIGINAL KIT CO	POLO SHIRTS FOR SHIRE STAFF	\$ 1,002.54
EFT19929	04/04/2024	PREPLAN PTY LTD TA ABSOLUTE MITIGATION	FIRE MITIGATION WORKS	\$ 10,664.50
EFT19930	04/04/2024	REGAN LOUISE CHESTER	STAFF REIMBURSEMENT	\$ 129.35
EFT19931	04/04/2024	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT SERVICES - BABAKIN-CORRIGIN ROAD	\$ 4,250.71
EFT19932	04/04/2024	SHERRIN RENTALS	PLANT HIRE - PADDED DRUM ROLLER	\$ 1,331.00
EFT19933	04/04/2024	STEVEN TWEEDIE	STAFF TRAINING - ACCOUNTABLE & ETHICAL DECISION MAKING, PROCUREMENT	\$ 2,420.00
EFT19934	04/04/2024	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 423.93
EFT19935	05/04/2024	JAKE RUBEN JAMES ROGERS	CUSTOMER REFUND	\$ 218.91
EFT19936	05/04/2024	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 240.00
EFT19937	11/04/2024	BGC QUARRIES	53.18 TONNES OF BLUE METAL	\$ 4,104.22
EFT19938	18/04/2024	AC ELECTRICS WA	PLANT REPAIRS - BOYD STREET IRRIGATION PUMPS	\$ 14,960.00
EFT19939	18/04/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 5,592.42

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

EFT19940	18/04/2024	AVON WASTE	4 WEEKS RUBBISH COLLECTION FOR MARCH 2024	\$	20,670.72
EFT19941	18/04/2024	B G L SOLUTIONS	VERTIDRAIN TOWN OVAL	\$	4,592.06
EFT19942	18/04/2024	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$	13.83
EFT19943	18/04/2024	BENNY MAYHEM	FINAL PAYMENT - YOUTH MUSIC WORKSHOP AND COMMUNITY CONCERT	\$	4,990.00
EFT19944	18/04/2024	BIG WHEELS TRUCK ALIGNMENT	PLANT REPAIRS - PRIME MOVER	\$	5,728.47
EFT19945	18/04/2024	BOWDEN TREE CONSULTANCY	ARBORICULTURAL RISK ASSESSMENT REPORT FOR ROTARY PARK	\$	3,982.00
EFT19946	18/04/2024	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$	207.36
EFT19947	18/04/2024	CMA ECOCYCLE	BATTERY BUCKETS, FLURO TUBE COLLECTION CARTONS	\$	814.00
EFT19948	18/04/2024	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	FREIGHT CHARGES	\$	864.61
EFT19949	18/04/2024	CORRIGIN ENGINEERING PTY LTD	PLANT PARTS AND REPAIRS - RUBBISH TRAILERS, RAKE	\$	676.73
EFT19950	18/04/2024	CORRIGIN NEWSAGENCY	STATIONERY SUPPLIES	\$	30.00
EFT19951	18/04/2024	CORRIGIN PHARMACY	SUPPLIES TO RESTOCK SHIRE FIRST AID KITS	\$	780.04
EFT19952	18/04/2024	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$	385.00
EFT19953	18/04/2024	CORRIGIN TYREPOWER	PLANT REPAIRS - LOADER	\$	346.90
EFT19954	18/04/2024	CORSIGN WA PTY LTD	ASSORTED STREET SIGNS	\$	2,250.71
EFT19955	18/04/2024	CROSSLAND CONSTRUCTION	PLANT HIRE - WATER TRUCK	\$	13,662.00
EFT19956	18/04/2024	ECOSCAPE AUSTRALIA	NATIVE VEGETATION CLEARING PERMIT SURVEY & REPORT - RABBIT PROOF FENCE ROAD	\$	4,931.85
EFT19957	18/04/2024	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES - MARCH 2024	\$	409.20
EFT19958	18/04/2024	G & W SURVEYS	FLOODWAY FEATURE SURVEY - WICKEPIN-CORRIGIN ROAD	\$	5,027.00
EFT19959	18/04/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR MARCH 2024 INCLUSIVE OF FUEL CARD PURCHASES	\$	22,676.01
EFT19960	18/04/2024	GREENFIELD TECHNICAL SERVICES	BRIDGE INSPECTIONS, ASSISTANCE WITH DRFAWA EMERGENCY CLAIMS - FIRE	\$	10,483.55
EFT19961	18/04/2024	HERSEY'S SAFETY PTY LTD	STAFF UNIFORMS	\$	281.99
EFT19962	18/04/2024	INTELIFE - TWINKARRI	VERGE CLEARING - CORRIGIN SOUTH ROAD	\$	11,797.50
EFT19963	18/04/2024	IT VISION	IT VISION ANNUAL ON DEMAND RECORDINGS SUBSCRIPTION	\$	1,650.00
EFT19964	18/04/2024	JP PROMOTIONS	BEANIES, WIDE BRIM HATS AND CAPS FOR SHIRE STAFF	\$	722.44
EFT19965	18/04/2024	LAKE MEARS	5,000 CUBIC METRES OF GRAVEL	\$	5,500.00
EFT19966	18/04/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - DELEGATION AND AUTHORITY	\$	100.00
EFT19967	18/04/2024	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - PUBLIC NOTICES	\$	520.15
EFT19968	18/04/2024	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$	905.00
EFT19969	18/04/2024	MARKET CREATIONS AGENCY	PROGRESS PAYMENT - WEBSITE REFRESH	\$	1,732.50
EFT19970	18/04/2024	NARROGIN CARPETS & CURTAINS	CORD DRAW TRACKS AND PINCH PLEAT CURTAINS FOR TOWN HALL	\$	7,342.50
EFT19971	18/04/2024	NEU-TECH AUTO ELECTRICS	PLANT PARTS AND SERVICE - MAZDA CX5, FORKLIFT, WEED SPRAYER, OVAL LINE MARKER	\$	831.45
EFT19972	18/04/2024	PATHWEST LABORATORY MEDICINE W.A.	STAFF PRE-EMPLOYMENT DRUG AND ALCOHOL SCREENING	\$	99.00
EFT19973	18/04/2024	PREPLAN PTY LTD TA ABSOLUTE MITIGATION	FIRE MITIGATION WORKS	\$	6,325.00
EFT19974	18/04/2024	QC ULTIMATE CLEAN	CARPET CLEANING, ODOUR TREATMENT, ANTIMICROBIAL TREATMENT - ADMIN OFFICE	\$	476.74
EFT19975	18/04/2024	SAVANA ENVIRONMENTAL	REMOVAL OF BURNT ASBESTOS FROM CORRIGIN RESERVE	\$	24,051.50
EFT19976	18/04/2024	SCAVENGER FIRE & SAFETY	PLANT REPAIRS - FUEL TANK SENSOR AT CREC PUMP STATION	\$	970.20
EFT19977	18/04/2024	ST JOHN AMBULANCE WA LTD	BATTERY FOR POOL DEFIBRILLATOR, FIRST AID KIT FOR BULYEE HALL	\$	525.90
EFT19978	18/04/2024	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	213.54
EFT19979	18/04/2024	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	2,336.95
EFT19980	18/04/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$	653.13
EFT19981	18/04/2024	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$	41.00

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

EFT19982	18/04/2024	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$	409.63
EFT19983	18/04/2024	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	135.00
EFT19984	18/04/2024	BRENDON JOHN GERRARD	STAFF REIMBURSEMENT	\$	2,351.96
EFT19985	18/04/2024	CORSIGN WA PTY LTD	SIGNAGE FOR BABAKIN-CORRIGIN ROAD	\$	440.00
EFT19986	18/04/2024	VALLEY AIRCON & REFRIGERATION	AIRCONDITIONER SERVICING IN SHIRE BUILDINGS AND RESIDENCES	\$	4,995.65
EFT19987	23/04/2024	SOUTH WEST ISUZU	NEW ISUZU FXZ 240-350 TRUCK WITH JETMASTER BODY (PATCHING TRUCK)	\$	576,664.00
EFT19988	24/04/2024	ABCO PRODUCTS PTY LTD	CLEANING SUPPLIES	\$	1,607.17
EFT19989	24/04/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$	291.30
EFT19990	24/04/2024	ANGIE ROE PHOTOGRAPHY	PROMOTIONAL PHOTOGRAPHY PROJECT	\$	4,570.81
EFT19991	24/04/2024	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$	13.83
EFT19992	24/04/2024	BAILEYS FERTILISERS	SURE GREEN GOLD GRANULAR FERTILISER	\$	726.00
EFT19993	24/04/2024	BITUTEK PTY LTD	PRIME SEAL OF BABAKIN-CORRIGIN ROAD	\$	222,915.00
EFT19994	24/04/2024	CJS AGRI-MECHANICS	PLANT REPAIRS - SIDE TIPPER TRAILER	\$	12,833.08
EFT19995	24/04/2024	CORRIGIN DISTRICT HOSPITAL	CUSTOMER REFUND	\$	258.34
EFT19996	24/04/2024	CORRIGIN ENGINEERING PTY LTD	PLANT PARTS - RUBBISH TRAILER	\$	59.47
EFT19997	24/04/2024	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$	2,873.95
EFT19998	24/04/2024	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$	67.62
EFT19999	24/04/2024	CORRIGIN TYREPOWER	PLANT PARTS - ISUZU D-MAX	\$	564.00
EFT20000	24/04/2024	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT	\$	17,755.90
EFT20001	24/04/2024	ECOSCAPE AUSTRALIA	NATIVE VEGETATION CLEARING PERMIT SURVEY & REPORT - WICKEPIN-CORRIGIN ROAD	\$	12,078.00
EFT20002	24/04/2024	JAMES TREMAIN	STAFF REIMBURSEMENT	\$	70.00
EFT20003	24/04/2024	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$	879.77
EFT20004	24/04/2024	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION - APRIL 2024	\$	110.00
EFT20005	24/04/2024	MOMA SOLAR	REPLACEMENT SOLAR BOLLARD LIGHT- WAR MEMORIAL	\$	694.37
EFT20006	24/04/2024	MOORE AUSTRALIA W A PTY LTD	2024 BUDGET WORKSHOP RECORDING (ZOOM), TEMPLATES AND MANUALS	\$	1,100.00
EFT20007	24/04/2024	NEU-TECH AUTO ELECTRICS	PLANT PARTS - SPRAY TRAILER	\$	135.19
EFT20008	24/04/2024	REGAN LOUISE CHESTER	STAFF REIMBURSEMENT	\$	159.96
EFT20009	24/04/2024	ROADSHOW FILMS PTY LTD	2024 BLANKET LICENSE AGREEMENT	\$	385.00
EFT20010	24/04/2024	STEVEN JOSEPH COMITO	STAFF REIMBURSEMENT	\$	46.38
EFT20011	24/04/2024	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	171.21
EFT20012	24/04/2024	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	810.13
EFT20013	24/04/2024	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$	27.27
EFT20014	24/04/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$	627.00
EFT20015	24/04/2024	WA RANGERS ASSOCIATION INC	WA RANGERS ASSOCIATION - 1 YEAR MEMBERSHIP	\$	50.00
EFT20016	24/04/2024	WESFARMERS KLEENHEAT GAS PTY LTD	SERVICE CHARGE - 3 JANES DRIVE	\$	100.10
EFT20017	30/04/2024	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR THE MONTH OF MARCH 2024	\$	36,785.00
EFT20018	30/04/2024	BAILEYS FERTILISERS	SURE GREEN GOLD GRANULAR FERTILISER	\$	99.00
EFT20019	30/04/2024	BRIGHT SPARK ELECTRICAL	ELECTRICAL SERVICES - PUBLIC GYM FACILITY	\$	803.00
EFT20020	30/04/2024	CJS AGRI-MECHANICS	PLANT REPAIRS - SKID STEER LOADER	\$	188.35
EFT20021	30/04/2024	CORRIGIN FARM IMPROVEMENT GROUP	CUSTOMER REFUND	\$	80.00
EFT20022	30/04/2024	CORRIGIN TYREPOWER	PLANT PARTS - SKID STEER LOADER	\$	1,690.00
EFT20023	30/04/2024	EXCLUSIONS NETTING SERVICES WA	INSTALL BIRD NETTING - CREC	\$	13,040.50

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

EFT20024	30/04/2024	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - 36 CAMM STREET	\$	140.52
EFT20025	30/04/2024	JA GIMBEL PAINTING	PAINTING SERVICES - VARIOUS SHIRE RESIDENCES	\$	1,885.00
EFT20026	30/04/2024	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - PUBLIC NOTICES	\$	773.50
EFT20027	30/04/2024	NEU-TECH AUTO ELECTRICS	PLANT PARTS AND REPAIRS - RUBBISH TRAILER, CREW CAB TRUCK, SPRAY TRAILER	\$	622.19
EFT20028	30/04/2024	RED DUST HOLDINGS	DRFAWA - ROAD FIRE DAMAGE REPAIRS	\$	83,651.37
EFT20029	30/04/2024	SAFETYHUB - SAFETYCARE AUSTRALIA PTY LTD	ANNUAL SUBSCRIPTION FEE	\$	1,045.00
EFT20030	30/04/2024	SARAH CARR - CUSTOM DESIGN	RESOURCE CENTRE WORKSHOP - CRICUT	\$	375.00
EFT20031	30/04/2024	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$	797.89
EFT20032	30/04/2024	THE MAINS GUEST HOUSE	ACCOMODATION FOR AUDITORS - INTERIM AUDIT	\$	250.00
EFT20033	30/04/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING - MEETING PROCEDURES (VIRTUAL)	\$	385.00
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 1,275,688.19</b>

**DIRECT DEBIT PAYMENTS**

<b>DD #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD16135.1	02/04/2024	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 3,061.33
DD16068.1	03/04/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,150.52
DD16068.2	03/04/2024	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 122.41
DD16068.3	03/04/2024	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 362.17
DD16068.4	03/04/2024	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 718.96
DD16068.5	03/04/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,852.32
DD16068.6	03/04/2024	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,313.99
DD16068.7	03/04/2024	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98
DD16068.8	03/04/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 58.63
DD16068.9	03/04/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 509.23
DD16084.1	03/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 78.76
DD16068.10	03/04/2024	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 560.42
DD16082.1	04/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 1,791.41
DD16083.1	04/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 3,787.88
DD16085.1	08/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 127.19
DD16086.1	08/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 25.90
DD16104.1	09/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 133.75
DD16087.1	10/04/2024	SYNERGY	ELECTRICITY CHARGES	\$ 1,155.74
DD16126.1	17/04/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 7,922.91
DD16126.2	17/04/2024	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 120.06
DD16126.3	17/04/2024	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 362.17
DD16126.4	17/04/2024	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 769.16
DD16126.5	17/04/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,834.03
DD16126.6	17/04/2024	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,386.90
DD16126.7	17/04/2024	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98
DD16126.8	17/04/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 62.58
DD16126.9	17/04/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 509.23

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

DD16126.10	17/04/2024	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$	255.81
DD16105.1	18/04/2024	SYNERGY	ELECTRICITY CHARGES	\$	11,810.75
DD16088.1	26/04/2024	SYNERGY	ELECTRICITY CHARGES	\$	3,921.94
				<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 53,356.11</b>

**EFT PAYROLL PAYMENTS**

<b>PPE #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
PPE 030424	04/04/2024	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 69,124.28	
PPE 170424	18/04/2024	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 66,224.92	
				<b>TOTAL EFT PAYROLL PAYMENTS</b>	<b>\$ 135,349.20</b>

**MUNICIPAL ACCOUNT - TOTAL PAYMENTS** \$ 1,464,413.50

**EDNA STEVENSON TRUST ACCOUNT**

**EFT PAYMENTS**

<b>EFT #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	
EFT19907	04/04/2024	SHIRE OF CORRIGIN - MUNICIPAL	REIMBURSEMENT - OPALS STORAGE	\$ 80.85	
				<b>TOTAL EFT PAYMENTS</b>	<b>\$ 80.85</b>

**EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS** \$ 80.85

**LICENSING TRUST ACCOUNT**

**DIRECT DEBIT PAYMENTS**

<b>DD #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD16064.1	02/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 59,158.15
DD16066.1	03/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 7,803.95
DD16079.1	04/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 291.35
DD16090.1	05/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,816.05
DD16092.1	08/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,076.90
DD16094.1	09/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,550.80
DD16097.1	10/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,315.45
DD16109.1	11/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 642.55
DD16111.1	12/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 436.70
DD16113.1	15/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,319.85
DD16118.1	16/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 3,289.35
DD16122.1	17/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,562.80
DD16130.1	18/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,139.30
DD16133.1	19/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,351.80
DD16147.1	22/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,542.50
DD16149.1	23/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 567.55
DD16151.1	24/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,251.35

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

DD16153.1	26/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	2,449.80
DD16158.1	29/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	3,287.20
DD16162.1	30/04/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$	969.35
<b>TOTAL DIRECT DEBIT PAYMENTS</b>				<b>\$</b>	<b>101,822.75</b>
<b>LICENSING TRUST ACCOUNT - TOTAL PAYMENTS</b>				<b>\$</b>	<b>101,822.75</b>
<b>TOTAL MUNICIPAL ACCOUNT PAYMENTS</b>				<b>\$</b>	<b>1,464,413.50</b>
<b>TOTAL TRUST ACCOUNT PAYMENTS</b>				<b>\$</b>	<b>-</b>
<b>TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS</b>				<b>\$</b>	<b>80.85</b>
<b>TOTAL LICENSING TRUST ACCOUNT PAYMENTS</b>				<b>\$</b>	<b>101,822.75</b>
<b>TOTAL OF ALL ACCOUNT PAYMENTS</b>				<b>\$</b>	<b>1,566,317.10</b>

**SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2024**

**CREDIT CARD PURCHASES**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
29/02/2024	AUSTRALIA POST	LARGE POST OFFICE BOX ANNUAL RENEWAL FEE	\$ 375.00
05/03/2024	CITY OF PERTH PARKING	PARKING FOR CEO LEADERSHIP PROGRAM	\$ 10.60
07/03/2024	QUEST KINGS PARK	ACCOMMODATION FOR STAFF TRAINING - SAFETY REP COURSE	\$ 471.36
11/03/2024	MAIN ROADS WA	CLASS 1 RAV OVERSIZE VEHICLE PERMIT FOR CR19	\$ 50.00
14/03/2024	MAIN ROADS WA	CLASS 1 RAV OVERSIZE VEHICLE PERMIT FOR CR66	\$ 50.00
15/03/2024	REWARD SUPPLY CO PTY LTD	REPLACEMENT GLASSES FOR CREC	\$ 674.98
18/03/2024	DISPLAY AND MORE PTY LTD	RING GIFT BOX STORAGE CASES FOR EDNA STEVENSON OPALS	\$ 80.85
22/03/2024	CROWN TOWERS PERTH	ACCOMMODATION AND PARKING FOR LG PROFESSIONALS CONFERENCE	\$ 1,062.08
22/03/2024	CROWN TOWERS PERTH	REFUND FOR OVERCHARGE ON CREDIT CARD	-\$ 126.44
25/03/2024	CANVA PTY LTD	CANVA PRO ANNUAL SUBSCRIPTION	\$ 412.90
<b>TOTAL CREDIT CARD PURCHASES</b>			<b><u>\$ 3,061.33</u></b>

**FUEL CARD PURCHASES**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
31/03/2024	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR MARCH 2024	\$ 608.59
31/03/2024	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR MARCH 2024	\$ 257.13
31/03/2024	WORKS AND SERVICES VEHICLE - CR123	FUEL CARD PURCHASES FOR MARCH 2024	\$ 486.14
31/03/2024	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR MARCH 2024	\$ 1,152.08
31/03/2024	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR MARCH 2024	\$ 813.63
31/03/2024	MEDICAL SERVICES VEHICLE - AMBULANCE	FUEL CARD PURCHASES FOR MARCH 2024	\$ 67.12
31/03/2024	BUSHFIRE BRIGADE VEHICLE - BULLARING	FUEL CARD PURCHASES FOR MARCH 2024	\$ 170.29
31/03/2024	BUSHFIRE BRIGADE VEHICLE - BULYEE	FUEL CARD PURCHASES FOR MARCH 2024	\$ 119.54
31/03/2024	BUSHFIRE BRIGADE VEHICLE - CENTRAL	FUEL CARD PURCHASES FOR MARCH 2024	\$ 315.48
31/03/2024	BUSHFIRE BRIGADE VEHICLE - BILBARIN	FUEL CARD PURCHASES FOR MARCH 2024	\$ 68.01
<b>TOTAL FUEL CARD PURCHASES</b>			<b><u>\$ 4,058.01</u></b>



## SHIRE OF CORRIGIN

### MONTHLY FINANCIAL REPORT

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

FOR THE PERIOD ENDED 30 APRIL 2024

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

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**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	Adopted Amended Budget (b)	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
	9	2,953,220	2,958,220	2,957,380	<b>2,959,712</b>	2,332	0.08%	
		44,484	47,997	47,997	<b>47,997</b>	0	0.00%	
	12	719,249	851,079	648,302	<b>669,079</b>	20,777	3.20%	▲
		748,519	804,982	655,620	<b>664,379</b>	8,759	1.34%	
		177,450	230,650	60,520	<b>84,092</b>	23,572	38.95%	▲
		2,122,996	2,275,484	1,896,140	<b>1,234,280</b>	(661,860)	(34.91%)	▼
	5	253,772	309,761	186,945	<b>186,944</b>	(1)	(0.00%)	
		<b>7,019,690</b>	<b>7,478,173</b>	<b>6,452,904</b>	<b>5,846,483</b>	(606,421)	(9.40%)	
<b>Expenditure from operating activities</b>								
		(2,694,595)	(2,762,007)	(2,301,160)	<b>(1,956,595)</b>	344,565	14.97%	▲
		(4,280,243)	(4,923,720)	(4,101,320)	<b>(2,174,174)</b>	1,927,147	46.99%	▲
		(280,147)	(289,610)	(241,020)	<b>(234,099)</b>	6,921	2.87%	
		(5,973,520)	(5,969,869)	(4,974,440)	<b>(5,080,236)</b>	(105,796)	(2.13%)	▼
		(60,157)	(54,845)	(25,308)	<b>(25,308)</b>	0	0.00%	
		(286,880)	(287,144)	(239,030)	<b>(289,111)</b>	(50,081)	(20.95%)	▼
		(173,400)	(168,263)	(117,824)	<b>(110,332)</b>	7,492	6.36%	
	5	(26,978)	(16,332)	(13,590)	<b>(27,514)</b>	(13,924)	(102.46%)	▼
		<b>(13,775,920)</b>	<b>(14,471,790)</b>	<b>(12,013,692)</b>	<b>(9,897,369)</b>	2,116,324	17.62%	
	Note 2(b)	5,746,726	5,666,705	4,801,085	<b>4,926,334</b>	125,249	2.61%	▲
		<b>(1,009,504)</b>	<b>(1,326,912)</b>	<b>(759,703)</b>	<b>875,449</b>	1,635,152	215.24%	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
	13	3,172,403	3,222,690	1,964,970	<b>1,619,955</b>	(345,015)	(17.56%)	▼
	5	824,544	867,808	555,989	<b>555,989</b>	0	0.00%	
		<b>3,996,947</b>	<b>4,090,498</b>	<b>2,520,959</b>	<b>2,175,944</b>	(345,015)	(13.69%)	
<b>Outflows from investing activities</b>								
	4	(3,051,539)	(3,025,396)	(2,611,086)	<b>(2,538,022)</b>	73,064	2.80%	▲
	4	(3,414,194)	(2,560,263)	(2,045,274)	<b>(2,033,189)</b>	12,085	0.59%	▲
		<b>(6,465,733)</b>	<b>(5,585,659)</b>	<b>(4,656,360)</b>	<b>(4,571,211)</b>	85,149	1.83%	
		<b>(2,468,786)</b>	<b>(1,495,161)</b>	<b>(2,135,401)</b>	<b>(2,395,267)</b>	(259,866)	(12.17%)	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
	3	3,147,976	1,938,799	784,846	<b>784,846</b>	0	0.00%	
		<b>3,147,976</b>	<b>1,938,799</b>	<b>784,846</b>	<b>784,846</b>	0	0.00%	
<b>Outflows from financing activities</b>								
	10	(94,396)	(94,396)	(46,657)	<b>(46,657)</b>	0	0.00%	
	3	(263,998)	(516,213)	(289,575)	<b>(291,872)</b>	(2,297)	(0.79%)	
		<b>(358,394)</b>	<b>(610,609)</b>	<b>(336,232)</b>	<b>(338,529)</b>	(2,297)	(0.68%)	
		<b>2,789,582</b>	<b>1,328,190</b>	<b>448,614</b>	<b>446,317</b>	(2,297)	(0.51%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
		688,708	2,677,618	688,708	<b>2,677,622</b>	1,988,914	288.79%	▲
		(1,009,504)	(1,326,912)	(759,703)	<b>875,449</b>	1,635,152	215.24%	▲
		(2,468,786)	(1,495,161)	(2,135,401)	<b>(2,395,267)</b>	(259,866)	(12.17%)	▼
		2,789,582	1,328,190	448,614	<b>446,317</b>	(2,297)	(0.51%)	
		<b>0</b>	<b>1,183,735</b>	<b>(1,757,782)</b>	<b>1,604,120</b>	3,361,902	191.26%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF CORRIGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	30 June 2023	30 April 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	3,826,645	3,042,192
Trade and other receivables		363,714	361,508
Other financial assets		4,406,691	3,233,077
Inventories	7	76,217	63,259
Other assets	7	12,531	14,032
Assets classified as held for sale		130,000	130,000
<b>TOTAL CURRENT ASSETS</b>		<b>8,815,798</b>	<b>6,844,069</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		18,501	12,973
Other financial assets		81,490	81,490
Inventories		1,345,000	1,235,000
Property, plant and equipment		26,895,960	27,807,960
Infrastructure		173,179,030	171,343,578
<b>TOTAL NON-CURRENT ASSETS</b>		<b>201,519,981</b>	<b>200,481,001</b>
<b>TOTAL ASSETS</b>		<b>210,335,779</b>	<b>207,325,070</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	486,530	56,829
Other liabilities	11	60,179	82,394
Borrowings	10	94,396	47,739
Employee related provisions	11	347,557	349,792
<b>TOTAL CURRENT LIABILITIES</b>		<b>988,662</b>	<b>536,754</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	10	1,225,411	1,225,411
Employee related provisions		26,402	26,402
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,251,813</b>	<b>1,251,813</b>
<b>TOTAL LIABILITIES</b>		<b>2,240,475</b>	<b>1,788,567</b>
<b>NET ASSETS</b>		<b>208,095,302</b>	<b>205,536,503</b>
<b>EQUITY</b>			
Retained surplus		35,051,198	33,113,241
Reserve accounts	3	5,113,910	4,620,936
Revaluation surplus		167,930,193	167,802,326
<b>TOTAL EQUITY</b>		<b>208,095,302</b>	<b>205,536,503</b>

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

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2024

## 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PREPARATION

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

#### **Local Government Act 1995 requirements**

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

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

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

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

### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

### Judgements and estimates

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

### SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 May 2024

**SHIRE OF CORRIGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023
<b>Current assets</b>		\$		\$
Cash and cash equivalents	2	1,600,073	3,119,426	3,826,645
Trade and other receivables		308,155	336,436	363,714
Other financial assets		3,059,131	5,113,911	4,406,691
Inventories	7	102,458	206,217	76,217
Other assets	7	0	12,070	12,531
Assets classified as held for sale		0	0	130,000
		<u>5,069,817</u>	<u>8,788,060</u>	<u>8,815,798</u>
<b>Less: current liabilities</b>				
Trade and other payables	8	(2,254,785)	(488,397)	(486,530)
Other liabilities	11	(193,677)	(30,577)	(60,179)
Borrowings	10	0	(94,396)	(94,396)
Employee related provisions	11	(348,980)	(347,557)	(347,557)
		<u>(2,797,442)</u>	<u>(960,927)</u>	<u>(988,662)</u>
<b>Net current assets</b>		<b>2,272,375</b>	<b>7,827,133</b>	<b>7,827,136</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(2,272,375)	(5,149,515)	(5,149,514)
<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>2,677,618</b>	<b>2,677,622</b>

**(b) Non-cash amounts excluded from operating activities**

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

Non-cash amounts excluded from operating activities		Adopted Budget \$	Amended Budget \$	YTD Budget (a) \$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(253,772)	(309,761)	(186,945)
Less: Reversal of prior year loss on revaluation of non-current assets		0		0
Less: Fair value adjustments to financial assets through profit or loss		0	(3,686)	
Add: Loss on asset disposals	5	26,978	16,332	13,590
Add: Depreciation		5,973,520	5,969,869	4,974,440
- Pensioner deferred rates		0	(7,153)	0
- Employee provisions		0	1,104	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>5,746,726</b>	<b>5,666,705</b>	<b>4,801,085</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023
Less: Reserve accounts	3	(2,233,065)	(3,691,324)	(5,113,910)
Less: Current assets not expected to be received at end of year:				
- Land held for resale		0	0	(130,000)
- Rates receivable		(68,912)	(70,000)	0
- Excess Rates		29,602	30,000	0
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	0	98,827	94,396
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(2,272,375)</b>	<b>(3,632,497)</b>	<b>(5,149,514)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF CORRIGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>			
22/23 Grant Adjustment (\$7,469) received from DFES, CRC quarterly grant funding (\$16,922) received earlier than anticipated, unexpected DPIRD Trainee incentive payments received (\$4,718)	20,777	3.20%	▲
<b>Interest revenue</b>			
Interest earned on short term investment \$23k higher than anticipated YTD budget due to excess cash being held in Treasury.	23,572	38.95%	▲
<b>Other revenue</b>			
DRFAWA Claims for Feb fire restoration works \$558 under anticipated YTD budget, DRFAWA claims for flood damage restoration works \$117k under anticipated YTD budget.	(661,860)	(34.91%)	▼
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>			
Employee costs overall are under anticipated budget due to timing.	344,565	14.97%	▲
<b>Materials and contracts</b>			
Under anticipated YTD budget across all programs. \$804k under YTD budget for DRFAWA Feb Fire expenditure and \$330k for DRFAWA Flood expenditure.	1,927,147	46.99%	▲
<b>Depreciation</b>			
Depreciation higher than anticipated YTD budget due to asset additions.	(105,796)	(2.13%)	▼
<b>Insurance</b>			
Variance due to budget spread.	(50,081)	(20.95%)	▼
<b>Loss on asset disposals</b>			
Over budget due to removing Bilbarin Toilet from asset register (Fire damaged asset)	(13,924)	(102.46%)	▼
<b>Non-cash amounts excluded from operating activities</b>			
Due to depreciation and Loss on asset disposals being over the YTD budget.	125,249	2.61%	▲
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>			
Regional Road Group \$20k over YTD budget, Roads to Recovery \$96k over YTD budget, Regional Bike Network \$25k under YTD budget, Wheatbelt Secondary Freight Network \$436k under anticipated budget.	(345,015)	(17.56%)	▼
<b>Payments for construction of infrastructure</b>			
Capital purchases less than anticipated budget and Wheatbelt Secondary Freight Network not receiving signing of funding from the Federal Government.	12,085	0.59%	▲
<b>Surplus or deficit after imposition of general rates</b>			
Due to variances described above	3,361,902	191.26%	▲

**SHIRE OF CORRIGIN**  
**SUPPLEMENTARY INFORMATION**  
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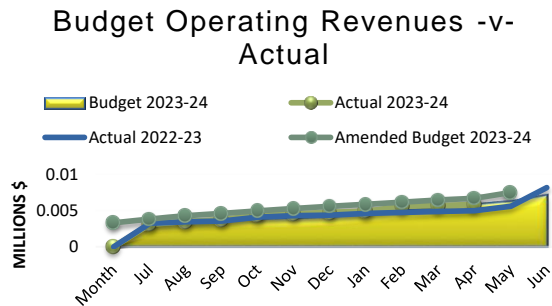
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**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

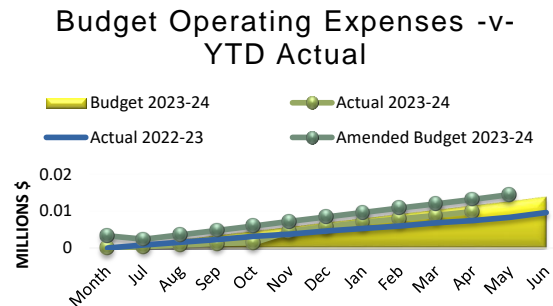
**1 KEY INFORMATION - GRAPHICAL**

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

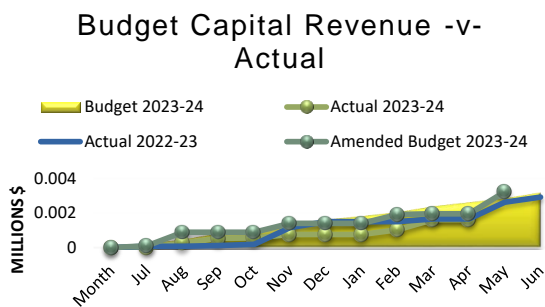


**OPERATING EXPENSES**

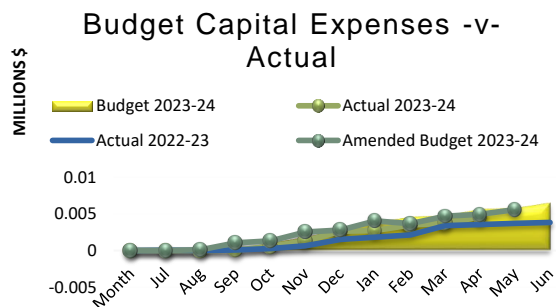


**INVESTING ACTIVITIES**

**CAPITAL REVENUE**

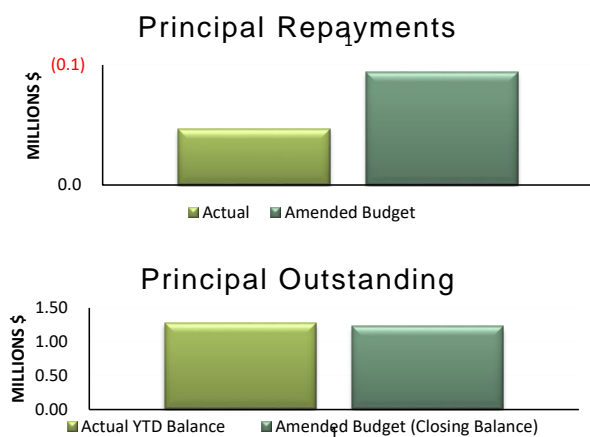


**CAPITAL EXPENSES**

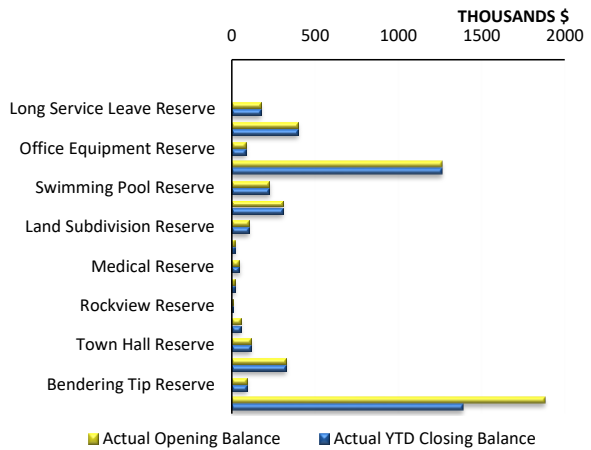


**FINANCING ACTIVITIES**

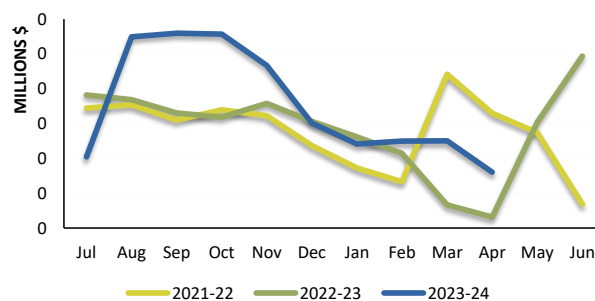
**BORROWINGS**



**RESERVES**



**Closing funding surplus / (deficit)**



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

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**2 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash Float on Hand	Cash and cash equivalents	400		400				
<b>At Call Deposit Accounts</b>								
Municipal Fund	Cash and cash equivalents	134,072		134,072		NAB	0.00%	At Call
Overnight Cash Deposit Facilit	Cash and cash equivalents	1,519,861		1,519,861		WATC	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents		1,387,859	1,387,859		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents				92,792	NAB	0.00%	At Call
Edna Stevenson Trust Fund	Cash and cash equivalents				834,468	NAB	0.00%	At Call
Police Licensing Trust Fund	Cash and cash equivalents				3,200	NAB	0.00%	At Call
<b>Term Deposits</b>								
Reserves Fund	Financial assets at amortised cost		3,233,077	3,233,077		NAB	4.90%	24/06/2024
<b>Total</b>		<b>1,654,333</b>	<b>4,620,936</b>	<b>6,275,269</b>	<b>930,460</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,654,333	1,387,860	3,042,192	930,460			
Financial assets at amortised cost		0	3,233,077	3,233,077	0			
		<b>1,654,333.00</b>	<b>4,620,936</b>	<b>6,275,269</b>	<b>930,460</b>			

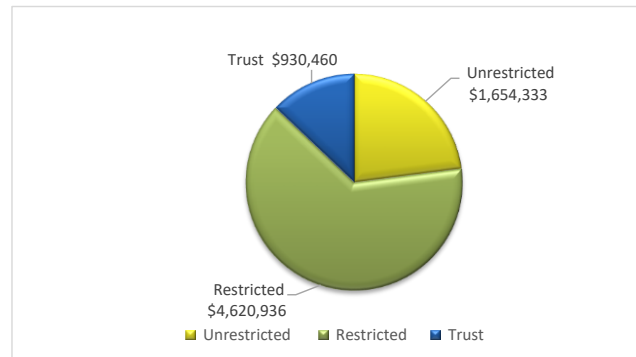
**KEY INFORMATION**

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

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

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

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





**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**3 RESERVE ACCOUNTS**

Reserve name	Original Budget					Amended Budget					Year to Date Actuals				
	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>															
Long Service Leave Reserve	175,520	8,582	0	(79,693)	104,409	175,520	8,582	28,178	(16,207)	196,073	175,520	95	0	(1,757)	173,858
Staff Housing Reserve	396,724	19,398	0		416,122	396,724	19,398	20,000		436,122	396,724	216	0	0	396,940
Office Equipment Reserve	82,404	4,029	0	(30,000)	56,433	82,404	4,029	50,000	0	136,433	82,404	44	0	0	82,448
Plant Replacement Reserve	1,261,442	61,680	0	(712,864)	610,258	1,261,442	61,680	0	0	1,323,122	1,261,442	687	0	0	1,262,129
Swimming Pool Reserve	226,507	11,075	0	(35,000)	202,582	226,507	11,075	20,000	0	257,582	226,507	124	0	0	226,631
Roadworks Reserve	305,244	14,925	0	(304,694)	15,475	305,244	14,925	0	0	320,169	305,244	166	0	0	305,410
Land Subdivision Reserve	103,535	5,062	100,000	0	208,597	103,535	5,062	99,037	0	207,634	103,535	56	0	0	103,591
Townscape Reserve	18,185	889	0	0	19,074	18,185	889	0	0	19,074	18,185	10	0	0	18,195
Medical Reserve	45,749	2,237	0	0	47,986	45,749	2,237	20,000	0	67,986	45,749	25	0	0	45,774
LGCHP Long Term Maintenance Reserve	21,323	1,043	0	0	22,366	21,323	1,043	0	0	22,366	21,323	11	0	0	21,334
Rockview Reserve	9,127	446	1,000	(10,000)	573	9,127	446	1,000	0	10,573	9,127	5	0	0	9,132
Senior Citizens Reserve	54,677	2,674	0	0	57,351	54,677	2,674	0	0	57,351	54,677	30	0	0	54,707
Town Hall Reserve	112,667	5,509	0	(15,000)	103,176	112,667	5,509	0	0	118,176	112,667	61	0	0	112,728
Recreation & Events Centre Loan Reserve	325,478	15,915	0	(75,000)	266,393	325,478	15,915	110,000	(40,000)	411,393	325,478	177	0	0	325,655
Bendering Tip Reserve	92,736	4,534	5,000	0	102,270	92,736	4,534	10,000	0	107,270	92,736	51	0	0	92,787
Grants & Contributions Reserve	1,885,725	0	0	(1,885,725)	0	1,882,592	0	0	(1,882,592)	0	1,882,592	539	289,575	(783,089)	1,389,617
	<b>5,117,043</b>	<b>157,998</b>	<b>106,000</b>	<b>(3,147,976)</b>	<b>2,233,065</b>	<b>5,113,910</b>	<b>157,998</b>	<b>358,215</b>	<b>(1,938,799)</b>	<b>3,691,324</b>	<b>5,113,910</b>	<b>2,297</b>	<b>289,575</b>	<b>(784,846)</b>	<b>4,620,936</b>

#### 4 CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	580,000	583,151	228,151	230,708	2,557
Furniture and equipment	79,746	90,095	90,095	30,095	(60,000)
Plant and equipment	2,391,793	2,352,150	2,292,840	2,277,219	(15,621)
<b>Acquisition of property, plant and equipment</b>	<b>3,051,539</b>	<b>3,025,396</b>	<b>2,611,086</b>	<b>2,538,022</b>	<b>(73,064)</b>
Infrastructure - roads	2,976,648	2,109,296	1,982,843	1,984,168	1,325
Infrastructure - Footpaths	90,546	90,546	0	0	0
Infrastructure - Other	319,000	319,431	62,431	22,431	(40,000)
Infrastructure - Parks and Ovals	28,000	40,990	0	26,590	26,590
<b>Acquisition of infrastructure</b>	<b>3,414,194</b>	<b>2,560,263</b>	<b>2,045,274</b>	<b>2,033,189</b>	<b>(158,214)</b>
<b>Total capital acquisitions</b>	<b>6,465,733</b>	<b>5,585,659</b>	<b>4,656,360</b>	<b>4,571,211</b>	<b>(231,278)</b>
<b>Capital Acquisitions Funded By:</b>					
Capital grants and contributions	3,172,403	3,222,690	1,964,970	1,619,955	(345,015)
Other (disposals & C/Fwd)	824,544	867,808	555,989	555,989	0
Office Equipment Reserve	30,000	0	0	0	0
Plant Replacement Reserve	712,864	0	0	0	0
Swimming Pool Reserve	35,000	0	0	0	0
Roadworks Reserve	304,694	0	0	0	0
Town Hall Reserve	15,000	0	0	0	0
Recreation & Events Centre Loan Reserve	75,000	(40,000)	0	0	0
Contribution - operations	1,296,228	2,408,927	2,135,401	1,610,421	(524,980)
<b>Capital funding total</b>	<b>6,465,733</b>	<b>5,585,659</b>	<b>4,656,360</b>	<b>4,571,211</b>	<b>(85,149)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

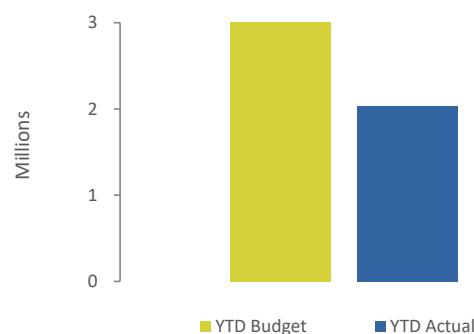
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

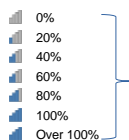
Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



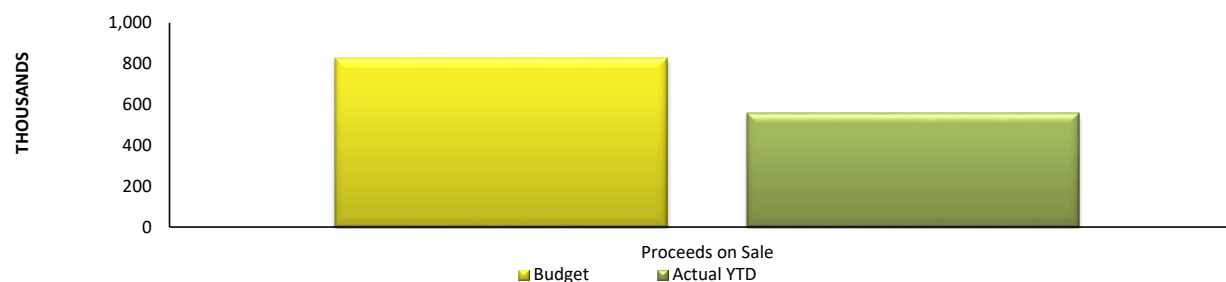
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

	Account Description	Project Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Unde
			\$	\$	\$	\$	\$
	<b>Land and Buildings</b>						
11370	Capital Expense - Gorge Rock - Buildings	Installation of toilet block	5,000	13,151	13,151	13,151	0
11180	Capital Expense - Town Hall Upgrade	Recommission front steps and install accessible ramp	15,000	25,000	0	0	-
11388	Recreation & Events Centre Capital Expenditure	External building improvements	75,000	60,000	30,000	30,009	(9)
11371	Capital Expenditure - Other Recreation L&B	Public Gym Facility	150,000	150,000	150,000	150,000	-
07780	Capital Expenses - Medical Centre	Improvements to medical and wellness buildings	300,000	300,000	0	0	-
07181	Capital Expenditure - Infant Health Centre L&B	Crown Reserve	35,000	35,000	35,000	37,548	(2,548)
	<b>Furniture and Equipment</b>						
14589	Capital Expenditure - Admin Photocopier	Replace Photocopier	15,000	10,990	10,990	10,990	-
08283	Capital Expenditure - CRC Equipment, Fixtures & Fittings	Replace Photocopier	15,000	9,147	9,147	9,147	(0)
08283	Capital Expenditure - CRC Equipment, Fixtures & Fittings	Large Format Printer	9,746	9,958	9,958	9,958	-
11383	Capital Expense - Other Recreation F&E	Gym Equipment and Systems	40,000	60,000	60,000	0	60,000
	<b>Plant and Equipment</b>						
14582	Capital Expense - CEO Vehicle (CR1)	CR1 Toyota Prado	71,000	66,023	66,023	66,000	23
07480	Capital Purchase - ROE Health Vehicle (4CR)	4CR Isuzu MU-X	48,500	49,948	49,948	49,948	0
14280	Capital Expense - WS Vehicle (CR123)	CR123 Isuzu MU-X	50,000	54,310	0	0	-
12395	Capital Expenditure - Loader	CR14 Volvo L90E Loader	366,000	371,700	371,700	371,700	-
12377	Capital Expense - Tipper - CR23	CR23 Hino Dutro 8500	525,000	524,840	524,840	524,240	600
12381	Capital Expenditure - Mack Prime Mover (CR7)	CR7	303,764	293,600	293,600	293,600	-
10784	Capital Expenditure - Community Bus	CR103 Mitsubishi Rosa Fuso	159,601	159,601	159,601	159,601	(0)
14281	Capital Expense - Utility (CR24)	CR24 Toyota Hilux	37,000	37,000	37,000	37,002	(2)
14287	Capital Expenditure - Small Plant Purchases	CR15228 Toro Z Master	90,928	90,928	90,928	90,928	-
12382	Capital Expense - Grader (CR11)	CR11 Caterpillar 12M Grader	480,000	461,900	461,900	461,900	-
12383	Capital Expense - MultiTyre (CR980)	CR980 Bomag Multityre Roller	240,000	222,300	222,300	222,300	-
14287	Capital Expenditure - Small Plant Purchases	Miscellaneous Small Plant	20,000	20,000	15,000	0	15,000
	<b>Infrastructure - Roads</b>						
12183	Capital Expenditure - Bullaring Pingelly Road	Bullaring Pingelly Road	73,656	74,100	74,100	74,988	(888)
12166	Capital Expenditure - Gill Road	Gill Road	164,700	158,356	158,356	158,357	(1)
12171	Capital Expenditure - Dry Well Road	Dry Well Road	84,590	54,960	54,960	75,307	(20,347)
12178	Capital Expenditure - Shackleton Bilbarin Road	Shackleton Bilbarin Road	65,000	72,488	72,488	72,488	-
12179	Capital Expenditure - Doyle Road	Doyle Road	110,000	110,000	110,000	110,538	(538)
12182	Capital Expenditure - Bruce Rock Corrigin Road	Corrigin Bruce Rock Road	120,000	120,000	120,000	0	120,000
12181	Capital Expenditure - Rabbit Proof Fence Road	Rabbit Proof Fence Road	1,183,735	255,610	255,610	376,825	(121,215)
12162	Capital Expenditure - Various Town Streets	Lynch Street & Camm Street	35,055	95,060	95,060	48,277	46,783
12180	Capital Expenditure - Corrigin Quairading Road	Corrigin Quairading Road	526,344	526,344	526,344	513,284	13,060
12185	Capital Expenditure - Babakin Corrigin Road	Babakin Corrigin Road	492,275	515,925	515,925	549,535	(33,610)
12189	Capital Expenditure - Wickepin Corrigin	Wickepin Corrigin Road	121,293	126,453	0	4,570	(4,570)
	<b>Infrastructure - Footpaths</b>						
12281	Footpath Upgrade - Capital	DUP McAndrew Ave/Spanney Street -Camm to Kirkwood	90,546	90,546	0	0	-
	<b>Infrastructure - Other</b>						
13285	Capital Expense - Rotary Park - Infrastructure Other	Main Play Space Reticulation	22,000	22,431	22,431	22,431	(0)
12680	Capital Expenditure - Air Strip Upgrade	Pilot Activated Lighting	250,000	250,000	0	0	-
10785	Capital Expenditure - Cemetery Infra. Parks & Ovals	Cemetery Upgrade	5,000	5,000	5,000	0	5,000
10787	Capital Expenditure - Walton Street RV Area and Dump Point	Septic Upgrade	7,000	7,000	0	0	-
11293	Swimming Pool Capital - Infrastructure Other	Main Pool Expansion Joints	35,000	35,000	35,000	0	35,000
	<b>Infrastructure - Parks and Ovals</b>						
11372	Capital Expenditure - Other Recreation Infra. Parks & Ovals	Hockey Oval Infrastructure Upgrades	28,000	40,990	12,990	26,590	(13,600)
13785	Capital Expense - Water Storage - Inf. Parks & Ovals	Variable Speed Control Box Replacement - Insurance Claim	0	0	0	0	-
			<b>6,465,732</b>	<b>5,585,658</b>	<b>4,669,350</b>	<b>4,571,211</b>	<b>98,139</b>

5 DISPOSAL OF ASSETS

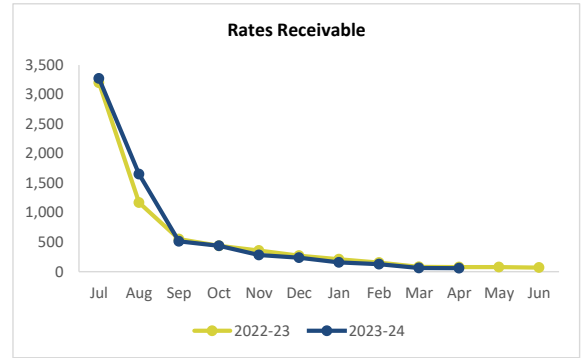
Asset Ref.	Asset description	Original Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Land and Buildings</b>													
	Granite Rise - 1 Block	45,000	80,000	35,000	0	45,000	80,000	35,000	0	0	0	0	0
1000800	14 Lindsay Rise	45,000	75,000	30,000	0	45,000	68,182	23,182	0	45,000	68,182	23,182	0
1000802	18 Lindsay Rise	40,000	75,000	35,000	0	40,000	68,182	28,182	0	40,000	68,182	28,182	0
1000778	1 Haydon Close	0	0	0	0	25,000	37,673	12,673	0	25,000	37,672	12,672	0
1000810	Bilbarin Toilet Block (Fire Damaged)	0	0	0	0	0	0	0	0	12,327	0	0	(12,327)
<b>Plant and equipment</b>													
1001031	4CR Isuzu MU-X LSM 4x4	24,401	36,389	11,988	0	21,682	36,389	14,707	0	21,682	36,389	14,707	0
100718	CR103 2012 Mitsubishi Rosa Bus	15,497	30,000	14,503	0	11,286	30,000	18,714	0	0	0	0	0
100716	Glass Crusher	9,425	5,500	0	(3,925)	8,936	4,773	0	(4,163)	8,936	4,773	0	(4,163)
100745	CR14 2014 Volvo L90F Loader	109,761	120,000	10,239	0	103,688	120,000	16,312	0	0	0	0	0
100663	CR7 2011 Iveco Powerstar Prime Mover	65,340	50,000	0	(15,340)	0	0	0	0	0	0	0	0
100596	CR23 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	50,000	50,000	0	0	0	0	0
1000938	CR13 2015 Caterpillar Skidsteer	7,437	10,000	2,563	0	0	0	0	0	0	0	0	0
100724	CR11 2012 Caterpillar 12M Grader	89,315	130,000	40,685	0	81,294	150,000	68,706	0	81,294	150,000	68,706	0
100664	CR980 Bomag Multityred Roller	49,059	55,000	5,941	0	47,487	50,000	2,513	0	47,487	50,000	2,513	0
10365	CR66 Mitsubishi Water Truck	0	0	0	0	53,627	48,000	0	(5,627)	53,627	48,000	0	(5,627)
445	CR4184 Pannell Vibrating Roller	0	0	0	0	0	25,700	25,700	0	0	25,700	25,700	0
100741	CR24 2013 Toyota Hilux 4x2	0	8,200	8,200	0	0	8,000	8,000	0	0	8,000	8,000	0
100748	CR15228 2013 Toro Z Master	10,788	4,000	0	(6,788)	9,033	3,636	0	(5,397)	9,033	3,636	0	(5,397)
1001030	CR123 Isuzu MU-X 4x4	30,347	40,000	9,653	0	28,301	31,818	3,517	0	0	0	0	0
1001038	CR1 2021 Toyota Prado GXL	56,380	55,455	0	(925)	52,173	55,455	3,282	0	52,173	55,455	3,282	0
		<b>597,750</b>	<b>824,544</b>	<b>253,772</b>	<b>(26,978)</b>	<b>572,507</b>	<b>867,808</b>	<b>310,488</b>	<b>(15,187)</b>	<b>396,559</b>	<b>555,989</b>	<b>186,944</b>	<b>(27,514)</b>



6 RECEIVABLES

Rates receivable

	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	123,850	68,610
Levied this year	2,882,323	3,007,709
Less - collections to date	(2,937,563)	(3,016,749)
Gross rates collectable	<b>68,610</b>	<b>59,570</b>
Net rates collectable	<b>68,610</b>	<b>59,570</b>
% Collected	97.7%	98.1%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(18)	43,098	136,054	80	1,772	180,986
Percentage	0.0%	23.8%	75.2%	0.0%	1.0%	
<b>Balance per trial balance</b>						
Trade receivables						180,986
GST receivable						112,249
<b>Total receivables general outstanding</b>						<b>301,938</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

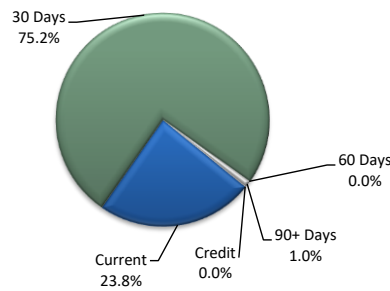
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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

Accounts Receivable (non-rates)



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost	4,406,691		(1,173,614)	3,233,077
<b>Inventory</b>				
Fuel, Oil, & Materials	76,217	5,247	(18,205)	63,259
<b>Land held for resale</b>				
Cost of acquisition	130,000	0	0	130,000
<b>Other assets</b>				
Accrued income	12,070	771	(12,447)	394
JV Roe Health	461	152,037	(152,039)	459
JV Bending Regional Landfill	0	27,953	(14,774)	13,179
<b>Total other current assets</b>	<b>4,625,439</b>	<b>186,008</b>	<b>(1,371,079)</b>	<b>3,440,368</b>
<b>Amounts shown above include GST (where applicable)</b>				

KEY INFORMATION

**Inventory**

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

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

**Land held for resale**

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

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

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

8 PAYABLES

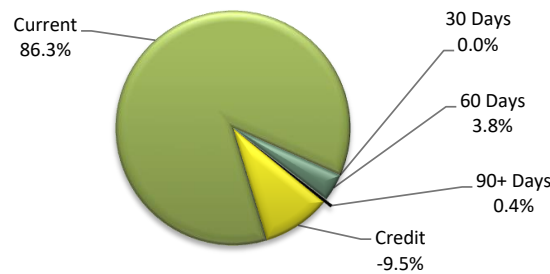
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(1,122)	10,187	0	446	50	9,561
Percentage	-11.7%	106.5%	0.0%	4.7%	0.5%	
<b>Balance per trial balance</b>						
Sundry creditors						9,561
ATO liabilities						7,633
Payroll Creditors						38,282
Bonds and Deposits						1,075
<b>Total payables general outstanding</b>						<b>56,829</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

Aged Payables



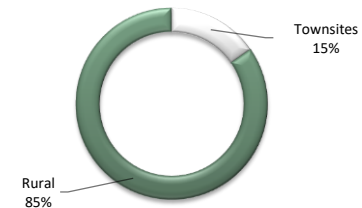
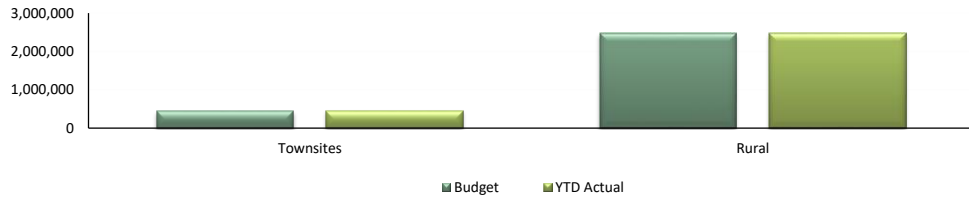
9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	Amended Budget	Total	Rate	YTD Actual	Total
	Rate in \$ (cents)	Properties	Value	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>												
Townsites	0.101121	416	4,372,380	442,139	0	442,139	442,139	5,000	447,139	442,140	6,493	448,633
<b>Unimproved value</b>												
Rural	0.009279	353	267,128,063	2,478,681	0	2,478,681	2,478,681	0	2,478,681	2,478,681	0	2,478,681
<b>Sub-Total</b>		<b>769</b>	<b>271,500,443</b>	<b>2,920,820</b>	<b>0</b>	<b>2,920,820</b>	<b>2,920,820</b>	<b>5,000</b>	<b>2,925,820</b>	<b>2,920,821</b>	<b>6,493</b>	<b>2,927,314</b>
<b>Minimum payment</b>	<b>Minimum Payment \$</b>											
<b>Gross rental value</b>												
Townsites	450	48	86,629	21,600	0	21,600	21,600	0	21,600	21,600	0	21,600
<b>Unimproved value</b>												
Rural	450	24	318,407	10,800	0	10,800	10,800	0	10,800	10,800	0	10,800
<b>Sub-total</b>		<b>72</b>	<b>405,036</b>	<b>32,400</b>	<b>0</b>	<b>32,400</b>	<b>32,400</b>	<b>0</b>	<b>32,400</b>	<b>32,400</b>	<b>0</b>	<b>32,400</b>
<b>Amount from general rates</b>						<b>2,953,220</b>			<b>2,958,220</b>			<b>2,959,712</b>
Ex-gratia rates						44,484			47,997			47,997
<b>Total general rates</b>						<b>2,997,704</b>			<b>3,006,217</b>			<b>3,007,709</b>

KEY INFORMATION

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





10 BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2023	Principal Repayments			Actual YTD Balance	Principal Outstanding		Interest Repayments		
			Actual	Budget	Amended Budget		Budget (Closing Balance)	Amended Budget (Closing Balance)	Actual	Budget	Amended Budget
Community Recreation & Events Centre	102	\$ 1,319,807	\$ (46,657)	\$ (94,396)	\$ (94,396)	\$ 1,273,150	\$ 1,225,411	\$ 1,225,411	\$ (25,308)	\$ (60,157)	\$ (54,845)
<b>Total</b>		<b>1,319,807</b>	<b>(46,657)</b>	<b>(94,396)</b>	<b>(94,396)</b>	<b>1,273,150</b>	<b>1,225,411</b>	<b>1,225,411</b>	<b>(25,308)</b>	<b>(60,157)</b>	<b>(54,845)</b>
Current borrowings		94,396				47,739					
Non-current borrowings		1,225,411				1,225,411					
		<b>1,319,807</b>				<b>1,273,150</b>					

All debenture repayments were financed by general purpose revenue.

The Shire of Corrigin has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

## 11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
		\$	\$	\$	\$
<b>Other current liabilities</b>					
<b>Other liabilities</b>					
Grant Funding Income in Adv		30,577	0	(9,142)	21,435
Rubbish Service Income in Adv		0	240,790	(200,658)	40,132
Excess Rates		29,602	167,642	(176,416)	20,828
<b>Total other liabilities</b>		60,179	408,432	(386,216)	82,395
<b>Employee Related Provisions</b>					
Provision for annual leave		132,837	0	0	132,837
Provision for long service leave		169,616	2,236	0	171,852
<b>Total Provisions</b>		347,556	2,236	0	349,792
<b>Total other current liabilities</b>		<b>407,735</b>	<b>410,668</b>	<b>(386,216)</b>	<b>432,187</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at their (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

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

#### Capital grant/contribution liabilities

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>									
<b>General Purpose Funding</b>									
Local Government Financial Assistance Grant - General Purpose	0	0	0	0	0	0	63,647	53,030	47,735
Local Government Financial Assistance Grant - Roads	0	0	0	0	0	0	42,901	35,750	32,176
<b>Law, Order, &amp; Public Safety</b>									
DFES Local Government Grants Scheme (LGGS)	0	0	0	0	0	61,161	87,693	87,692	95,161
DFES Mitigation Grant	0	0	0	0	0	316,939	316,939	158,470	158,470
<b>Education &amp; Welfare</b>									
DPIRD CRC Grant	0	0	0	0	0	106,237	106,237	88,530	105,452
CRC Miscellaneous Funding	0	0	0	0	0	5,000	5,000	4,160	4,227
<b>Recreation &amp; Culture</b>									
Healthways - Park Party	0	0	0	0	0	4,500	0	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	5,000	0	0
<b>Transport</b>									
Main Roads Direct Grant	0	0	0	0	0	208,270	208,270	208,270	208,270
<b>Other Property &amp; Services</b>									
DPIRD Traineeship Grant	0	0	0	0	0	9,142	10,892	9,070	13,861
	9,142	0	(9,142)	0	0	9,142	10,892	9,070	13,861
	9,142	0	(9,142)	0	0	716,249	846,579	644,972	665,352
<b>Contributions</b>									
<b>Education &amp; Welfare</b>									
CRC Wage Offset	0	0	0	0	0	500	500	0	0
<b>Recreation &amp; Culture</b>									
2023 Community Donations - Park Party	0	0	0	0	0	2,500	4,000	3,330	3,727
	0	0	0	0	0	3,000	4,500	3,330	3,727
<b>TOTALS</b>	9,142	0	(9,142)	0	0	719,249	851,079	648,302	669,079

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2024	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
<b>Health</b>								
Local Roads and Community Infrastructure - Wellness and Medical Centre	0	0	0	0	300,000	300,000	0	0
<b>Education &amp; Welfare</b>								
DPIRD Technology Grant	0	0	0	0	9,746	0	0	0
<b>Transport</b>								
Regional Road Group	0	0	0	0	400,000	400,000	300,000	320,000
Roads to Recovery	0	0	0	0	492,275	435,275	326,457	423,058
Wheatbelt Secondary Freight Network	21,435	0	0	21,435	1,216,819	1,217,994	913,497	477,156
Regional Bicycle Network	0	0	0	0	45,275	45,275	45,275	20,000
Miscellaneous Funding - LRCI Road Funding Allocation	0	0	0	0	536,196	272,313	0	0
Local Community Infrastructure & Road Program - Airstrip Lighting Project	0	0	0	0	172,092	172,092	0	0
<b>Economic Services</b>								
Drought Communities Programme (Final Payment due in 22/23 FY)	0	0	0	0	0	100,000	100,000	100,000
Local Community Infrastructure & Road Program - 22/23 Rotary Park Project Outstanding Funding	0	0	0	0	0	279,741	279,741	279,741
	<b>21,435</b>	<b>0</b>	<b>0</b>	<b>21,435</b>	<b>3,172,403</b>	<b>3,222,690</b>	<b>1,964,970</b>	<b>1,619,955</b>

**SHIRE OF CORRIGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**14 TRUST FUND**

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

<b>Description</b>	<b>Opening</b>	<b>Amount</b>	<b>Amount</b>	<b>Closing</b>
	<b>Balance</b>	<b>Received</b>	<b>Paid</b>	<b>Balance</b>
	<b>1 July 2023</b>			<b>30 Apr 2024</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Community Funds Held	63,008	44,366	(14,665)	<b>92,709</b>
Edna Stevenson Educational Trust	857,549	3,916	(26,997)	<b>834,468</b>
Police Licensing	4,187	448,183	(449,170)	<b>3,200</b>
Westrail Bus Ticketing	124	497	(538)	<b>83</b>
BCITF	0	62	(62)	<b>0</b>
	<b>924,868</b>	<b>497,024</b>	<b>(491,432)</b>	<b>930,460</b>

# **RoeROC**

**Roe Regional Organisation of Councils**

---

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

## **MEMORANDUM OF UNDERSTANDING**

July 2023 to June 2028

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## AGREEMENT

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This Memorandum of Understanding (MOU) dated 1 July 2028 between

the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and  
the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and  
the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and  
the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western  
Australia.

(the Member Councils)



# OPERATIVE PART

---

## 1 NAME

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

## 2 REGIONAL PURPOSES

~~The regional purposes for which RoeROC is established are to:~~

- ~~a) Undertake the activities defined as projects and services in accordance with Clause 7;~~
- ~~b) Provide a means for the Member Councils, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
  - ~~(i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;~~
  - ~~(ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2;~~
  - ~~(iii) Promote productive effectiveness and financial benefit to the Member Councils where there are common and shared community of interest linkages;~~~~

## 3 OBJECTIVES

The objectives of RoeROC shall be:

- ~~a) To carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region;~~
- b) To provide regional leadership
- c) To advocate on regional issues as they are identified and supported by member Councils
- d) To form an **strategic** alliance for the achievement of the strategic goals and outcomes of the RoeROC in accordance with the groups Strategic Plan, in a manner that enhances and assists in the advancement of the Roe region, ~~retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,~~
- e) ~~To encourage cooperation and resource sharing on a regional basis~~
- f) To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources,
- g) Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

Our principles;

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

## 4 DEFINITIONS

In this MOU unless the context requires otherwise;

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

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

**Proposal** means the proposal to undertake a Project;

**Region** means the districts of the Member Councils;

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

**RoeROC** means the Roe Regional Organisation of Councils;

**Secretariat** means an employee of the host Member Council who provides secretarial support to the RoeROC.

## **5 THE ORGANISATION**

### **5.1 Appointment of members**

- a) The President and Chief Executive Officer of a Member Council are members of RoeROC.
- b) A Member Council may appoint one elected member and one Officer as a deputy from the Council of the Member Council who are able to attend the RoeROC meetings.
- c) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 5.1(a).

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

### **5.2 Tenure of members of RoeROC**

A member of RoeROC shall hold office until either:

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

### **5.3 Election of Chairperson and Deputy Chairperson**

- (1) The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat on a rotational basis as decided by Member Councils following the bi-annual local government elections.

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

### **5.4 Tenure of Chairperson and Deputy Chairperson**

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 5.3 (1).
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 5.3 (1)

### **5.5 Role of Chairperson**

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC; **and**
- d) ~~Liaises with the Secretariat on RoeROC's affairs and the performance of its functions.~~

- e) Advocates for the RoeROC on issues and projects of significance;
- f) Meets with stakeholders on behalf of the RoeROC, together with the RoeROC EO;
- g) Performs such other functions as are given to the Chair by the members;
- h) Liaises with the EO on affairs and the performance of its functions

## 5.6 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
  - a) The office of Chairperson is vacant; or
  - b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson,

## 5.7 Role of Members of Roe Regional Organisation of Council

A member of RoeROC:

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

## 6 FINANCIAL CONTRIBUTIONS

### 6.1 ~~Annual or Capital~~ Contributions

Member Councils are required to make an annual financial contribution towards the operations of RoeROC as determined by RoeROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of RoeROC.

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

Where the RoeROC determines that the member Councils will make any contribution (other than the annual contribution) including, without limitation, any contribution towards the acquisition of any asset of a capital nature, then the member Councils will make those contributions in the same proportions as set

out above or determined otherwise. The contributions so determined shall be as disclosed in the budget of RoeROC for each financial year.

## **6.2 Manner of Payment**

The contributions referred to in clauses 6.1 shall be paid by each Member Council to RoeROC in the manner determined by RoeROC.

## **7 PROJECTS OR SERVICES**

### **7.1 Requirements**

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

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

**Note:**

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.

Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

### **7.2 Project Plan to be Prepared**

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

### **7.3 Contents of a Project Plan**

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;
- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
  - i) The acquisition of any asset of a capital nature required for the Project or Service;
  - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);

- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

#### **7.4 Member Councils to be Given Project Plan**

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

#### **7.5 Election to Participate in Project**

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

#### **7.6 Project Member Councils**

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

#### **7.7 Review of Project Plan**

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
  - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
  - b) Decide whether to proceed with the Project or Service; and
  - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 7.7(b).

#### **7.8 Project Member Councils to be Bound**

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

#### **7.9 Winding Up of Project or Service**

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

#### **7.10 Division of Assets**

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then

the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.

- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

#### **7.11 Division of Liabilities**

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

#### **7.12 Indemnification by Project Member Councils of the RoeROC**

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

#### **7.13 ~~Current Projects~~**

~~All current projects and services are listed in schedule 3 as updated from time to time~~

### **8 TERM AND TERMINATION**

#### **8.1 Term of Agreement**

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2028.

#### **8.2 Winding up by Agreement**

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

#### **8.3 Division of Assets**

If the RoeROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of RoeROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Member Councils in the same proportions as the contributions of a particular Member Council to RoeROC.

#### **8.4 Division of Liabilities**

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

### **9 WITHDRAWAL OF A MEMBER COUNCIL**

#### **9.1 Withdrawal**

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

#### **9.2 When Withdrawal to Take Effect**

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 9.1 is given.

#### **9.3 Entitlement or Liability of Withdrawing Member Council**

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

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

#### **9.4 Member Councils May be Required to Pay Distribution**

If the RoeROC is unable to meet the distribution referred to in clause 9.3(a) from funds on hand then, unless the RoeROC decides otherwise, the Member Council (other than the Member Council that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the RoeROC.

### **10 ADMITTING NEW MEMBERS**

- (1) Section 3.65 of the *Local Government Act 1995* is to apply if a Regional Local Government is established.
- (2) Prospective new members may be admitted and shall be required to;
  - a) Submit a project plan to RoeROC that responds to the guidelines described in section 7.3 – Contents of a Project Plan
  - b) On entry a new member shall be required to contribute to RoeROC a sum that is described in the project plan as the entry sum and in addition a sum equal to the current year's contribution schedule as described in section 6.1 or a discretionary sum agreed to by the RoeROC.

**note:**

1. Part 3 Division 4 Section 3.65 (2) of the *Local Government Act 1995* describes the process of amending the Establishment Agreement.

### **11 DISPUTE RESOLUTION**

#### **11.1 Dispute**

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

#### **11.2 Arbitration**

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

#### **11.3 Legal Representation**

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

## **12 INTERPRETATION**

### **12.1 Interpretation**

In this MOU unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and not withstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this MOU include its schedules.



## **12.2 Headings and Footnotes**

Headings and footnotes shall be ignored in construing this MOU.

## **12.3 Time**

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

## **13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING**

- (1) The Member Councils may amend this MOU by unanimous agreement of the Member Councils.
- (2) This MOU can be amended to include another local government as a party to the amending agreement.

## Schedule 1 – Execution

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EXECUTED by the Parties

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

\_\_\_\_\_  
President

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

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

\_\_\_\_\_  
President

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

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

\_\_\_\_\_  
President

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

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

\_\_\_\_\_  
President

## **Schedule 2 – Regional Purposes**

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### **1. Cooperation**

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

### **2. Tourism and Event Coordination**

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

### **3. Resource Sharing**

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blue print for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.
- Develop the capacity as a group to tender for and undertake major and minor works.

### **4. Economic and Community Building**

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

### **5. Health and Community Services**

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

### **6. Environment**

~~To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;~~

- ~~• Achieving improved control and utilisation of surface and sub-surface water resources.~~
- ~~• Achieving improved land management practices across the region.~~
- ~~• Ensure the long-term economic future of the region through sustainability practices.~~
- ~~• Implementing progressive Natural Resource Management initiatives.~~
- ~~• Reporting on the state of the environment in the RoeROC region.~~

## ~~7. ——— Recreation~~

~~To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;~~

- ~~• Regional Recreational planning~~
- ~~• Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).~~

## ~~8. ——— Transport~~

~~To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;~~

- ~~• Obtaining Federal and State funding for road networks.~~
- ~~• Lobbying for further input into MRWA road maintenance programs.~~
- ~~• Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.~~
- ~~• Liaise on regional transport issues.~~

## Schedule 2 3 – Existing Projects and Services

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

**Deed of Easement**

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

**Cropping Lease**

**Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002**

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

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

Avon Waste responsible for management of Bendering Tip Facility.

Waste disposal contract supersedes Regional Waste Site Agreement

**Bendering Landfill Report**

Site selection and geotechnical assessment for proposed regional landfill June 2007

**Bendering Landfill Management Plan**

Completed in July 2022 by Talis Consultants in conjunction with Roe EHO. Replaces previous 20 year plan.

**ROEROC Forward Planning Session**  
**21 March 2024**  
**10am – 12.30pm @ Shire of Corrigin, Council Chambers**

**Attendance:** Cr Sharon Jacobs, Natalie Manton, Lauren Pitman (Shire of Corrigin), Cr Brad Smoker, Taryn Scadding (Shire of Kulin), Cr Kent Mouritz, David Burton (Shire of Kondinin), Cr Scott Stirratt, Cr Holly Cusack, Rebecca McCall (Shire of Narembeen), Brendon Gerrard (RoeEHO), Caroline Robinson (150Square).

<b>ELEVATE</b>	<p>Collective sharing of knowledge, information and resources          To benefit each other and the ROEROC region          Advocate for collaborative funding          Strength of a collaborative and collective framework          Collaboration          Scale          Efficiency          Strength in numbers          Economically strong communities          Viable towns          Enhance and grow population          Diverse workforce through the region          Cooperation          Growth          Capture opportunities          Effectiveness of the group          Collective voice</p>
<b>SPECIFY</b>	<p>Prepare for the future          Ensure provision of services – communication, power, health, education          Economically viable waste system and EHO          Viable communities          Strong region, working together          Advocacy / advocate for the region as a collective to resolve challenges and issues          Identify projects to meet the needs and aspirations of the region          Develop and enable ideas and projects for the betterment of the region          Established, functional and transparent framework that achieves its objectives          Short – medium – long term projects          Increased use of facilities          Attract young people</p>
<b>INTEGRATE</b>	<p>Be a voice for our community          Transparent          Robust MoU          Committed members, attendance and ownership          Supported by policies, communication framework, values, branding, terms of reference and reporting framework          Resourced – EO / project officer, remunerated          Business and project plans          Strategic plan          Childcare – REED          Telecommunications          Emergency preparedness</p>

	Regional waste facility, containers for change Arts Evidence based research Working group for projects Parks and open spaces are enhanced Better communications – mobile black spots, full coverage of Crisp Wireless Joint emergency services We have to want to work together and its ok to step out of a project Regional road consistencies
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Common strategic priorities across member Shires:

<b>COMMUNITY</b>	<b>ECONOMY</b>	<b>LIVEABILITY</b>	<b>INFRASTRUCTURE</b>	<b>ENVIRONMENT</b>
Sport and recreation facilities, clubs development Streetscapes Public open spaces Parks Events and place activation Arts/culture	Public and worker housing Tourism development Commercial and Industrial land	Access to health and education Childcare access Aged care services and accommodation Youth retention	Roads Footpaths	Bushfire prevention and control Disaster management

**Actions:**

1. Review ROEROC MoU to reflect forward planning session discussions. Provide information on alternative governance models for consideration.
2. Develop options for a human resource (structure, budget etc) and present back to the RoeROC.
3. Present funding opportunities to RoeROC and determine short – medium – long term projects.
4. Develop a set of strategic outcome statements (informed from the forward planning session) for review by the RoeROC.





**ROE REGIONAL ORGANISATION OF COUNCILS**

# **Strategic Priorities**

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**2024 - 2026**



## **Who We Are**

RoeROC is a voluntary Regional Organisation of Councils (ROC) and includes the Shires of Corrigin, Kondinin, Kulin and Narembeen. The ROC has been in continual operation since 2006 and the member Councils have a combined population of 3,410 and an average age of 46yrs. There are 1,783 people engaged in the workforce across six communities and the top two industries are agriculture (\$586m GDP) and mining (\$190m GDP).

**The groups regional strengths include:**

## **Why We Exist**

To receive value, benefits and improved effectiveness both as individual Shire members and as a collective.

## **What We Do**

We are a voice for our communities and actively collaborate and agree on regional approaches to regionally significant issues and opportunities.

Our objectives include:

- a) To provide regional leadership,
- b) To advocate on regional issues as they are identified and supported by member Councils,
- c) To form an alliance for the achievement of the strategic goals and outcomes of the RoeROC in accordance with the groups Strategic Plan, in a manner that enhances and assists in the advancement of the Roe region, and
- d) To promote co-operation between member Councils and to realise opportunities for greater efficiency in service delivery where appropriate through the sharing of resources.

## **Where We Want To Be**

### Statement of Strategic Outcomes

1. We have a strong regional economy which provides for a diverse range of local employment opportunities.
2. Our communities are well serviced and connected to built, social and communications infrastructure.
3. We are a regional network of diverse communities, advocating and working together to grow a positive future.

The following actions coordinate member Shires' resources, time and energy to progress towards achieving the statement of strategic outcomes:

TYPE OF ACTIVITY	ACTION	TIMEFRAME
Deliver	Deliver a viable Bending regional waste site, RoeHealth service and value added waste initiatives to all member Shires.	Ongoing
Deliver	Develop an external funding application to upgrade member Shire facilities to evacuation centre standards (as required).	2024/25
Facilitate	Establish a shared services working group.	2024/25
Facilitate	Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Research workforce housing needs and develop an investment strategy including: list of priority housing, cost to deliver the housing and funding strategy.	2024/25
Facilitate and Partner	Develop 2-3 discussion papers/project scopes on strategic priorities for collaborative future funding opportunities and partnerships with State and Federal Government.	2024
Resource	Employ a resource to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing

RoeROC Executive Officer Budget  
12 months

Opening Bank Balance

**INCOME**

**NOTES**

Annual contribution

Shire of Corrigin	11000
Shire of Kondinin	11000
Shire of Kulin	11000
Shire of Narembeen	11000

Sub Total

44000

**EXPENSES**

Executive Officer

Monthly Hours	33600
Travel	5100
Annual Office Allowance	750
Conference / PD	2000
Accommodation	1800

40hrs @\$70  
.85c/km avg 500kms a month

Sub Total

43250

**OPTIONS**

Start Up (Reserve) per Shire

5000

Annual Business Case contribution per Shire

2000

## ROE ROC WORKFORCE HOUSING INVESTIGATION - SCOPE OF WORKS

### *Introduction*

High construction costs, extended timeframes for new builds and record low rental vacancy rates are restricting WA's regional population growth and restraining economic diversification and expansion. A failure to address regional housing capacity will render a lasting opportunity cost for WA.

A number of investigations looking at regional housing market capacity have been undertaken in recent years with all pointing to the need to address underlying systemic and structural problems associated with what are long-standing models for development in regional WA.

The development of diverse, vibrant and sustainable communities requires housing choice, meaning; market supply of a mix of product types, price-points, density and tenure options. In this sense, housing represents critical economic infrastructure and is essential towards catering for growth, workforce capacity and liveability.

Re-positioning WA's regions to address market-failure and increase housing choice will be vital towards building long-term capacity to cater for population and workforce needs. This project proposal represents a coordinated sub-regional initiative that aims to respond to regional market failure, increase housing supply and deliver enhanced regional workforce capability.

### *Summary of Scope*

To respond to market failure, an approach geared at enabling market-led solutions to land development and housing construction is required. Breaking down barriers to investment will be a key part of this. This work will focus on identifying the development options and intervention actions needed to meet workforce accommodation needs.

Progressing region-specific housing solutions to-date has been limited by a lack of data, the absence of feasibility tested development models, and the need for economic modelling of cost-benefits. This scope therefore aims to build the evidence base needed to inform next-step actions and the delivery of investment-ready projects.

This scope has been prepared to provide direction for the delivery of the following:

<b>Project Component</b>	<b>Indicative Timeframe</b>	<b>Deliverables</b>
1.0 Stakeholder Engagement	4 Weeks	1.1 Completion of engagement with key stakeholders in accordance with an engagement plan to be informed by the respective Shire's.  1.2 Summary of data survey and stakeholder engagement information as relative to the LGA.
2.0 Market & Planning (Demand Gap) Analysis	6 Weeks	2. 1 Assessment of the ROEROC sub-region's workforce accommodation and housing needs.  2.2 Housing and Population Trends and Cost Data Summary and profiling of key population,

		<p>demographic and socioeconomic attributes of the LGAs in the ROE ROC sub-region.</p> <p>General literature review of relevant WAPC and LG documents in relation to housing and population growth and trends, limited to Strategic Community Plan, Local Planning Scheme, Local Planning Strategy, and relevant current LGA reports.</p> <p>2.3 Worker Housing Needs Analysis Report.</p>
3.0 Identification of Priority Sites	4 Weeks	<p>3.1 Identification of a priority site for development in each town.</p> <p>3.2 Housing Options Analysis: Preparation of two transferable models for housing development. The development models will essentially serve as templates that will provide costed, and feasibility-tested options for housing. The intention is that the models will be adaptable to the priority sites identified for each town (with contingencies).</p>
4.0 Development Capacity Assessment	4 Weeks	<p>4.1 Town planning assessment of each of the four towns (Kondinin, Kulin, Naremben and Corrigin) from a development capacity perspective. Planning assessment (or analysis of development options) will consider the current planning framework, required planning actions, servicing availability and/or capacity constraints, and estimated development potential/dwelling yield. This review will be a desktop analysis based on information freely available from Plan WA and Landgate etc. WDC will assist in providing site-specific mapping data, and some planning investigation.</p> <p>4.2 Preparation of <i>'town action plans'</i> presenting the findings of 4.1 and providing guidance for the next-step actions needed from a planning and servicing perspective.</p>
5.0 Economic Modelling and Cost Benefit Analysis including Preliminary Business Case.	4 Weeks	<p>5.1 Preparation of cost-benefit analysis report for the subject sites, which includes a feasibility analysis of the local housing markets. A CBA is the most commonly used, and most comprehensive, of the economic evaluation techniques. Essentially, a CBA compares the monetised benefits and costs of a project to evaluate the desirability of a project. A CBA</p>

		<p>provides little value if it is conducted without a base case in which to compare options. The CBA steps include:</p> <ul style="list-style-type: none"> <li>▪ Profiling project activity and associated assumptions – in this case details of the subject sites and associated housing market, demographic and economic attributes to inform the assumptions around market failure and product typologies.</li> <li>• Assessment of the present value of financial/fiscal costs (including whole of-life cycle costs and opportunity costs where relevant)</li> <li>• Identify the quantifiable benefits that can be monetised and calculate the value (in monetary terms) of the quantified incremental benefits.</li> <li>• Calculate key assessment indicators including the net present value (NPV) terms, benefit cost ratio (BCR) and Economic and Social Rate of Return (ESRR).</li> </ul> <p>5.2 Preparation of a <i>ready-to-go</i> business case template adaptable for each Shire. The business case template will be prepared to Treasury specifications for use by the constituent LGAs as the base for future funding submissions and applications. This will utilise the WA Government Business Case Template as the foundation of the structure and content and include:</p> <p>PROJECT PURPOSE – including Introduction, Proposal Background and Context – (locations and towns, socio-demographics), Project/Service Need, and Rationale for Intervention (market failure and intervention justification)</p> <p>STRATEGIC OPTIONS IDENTIFICATION AND ANALYSIS – including Potential Solutions (long list of potential solutions) and Preferred Project Option</p> <p>PROJECT EVALULATION – including summary of cost benefit analysis and feasibility analysis.</p>
--	--	---

*Project Costing*

	<b>Project Component</b>	<b>Indicative Costing</b>
1.0	Stakeholder Engagement	
2.0	Market & Planning (Demand Gap) Analysis	
3.0	Identification of Priority Sites	
4.0	Development Capacity Assessment	
5.0	Economic Modelling and Cost Benefit Analysis including Preliminary Business Case.	
	<b>Total Incl. GST</b>	



Received 18 March 2024

# 2024 COMMUNITY ASSISTANCE PROGRAM



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## 1 INTRODUCTION

The Shire of Corrigin is committed to strengthening our local community groups and organisations by supporting their community projects. Each year, the Community Assistance Program allocation of funds are approved by Council and these funds are dedicated to ensuring local community-based organisations are supported to reach their full potential.

The Community Assistance Program intends to process applications in an equitable manner by providing guidelines and selection criteria. Applicants are required to demonstrate how the Community Assistance Program funding will involve and benefit the wider Corrigin community, including where possible, spending the funding with local businesses.

Applicants are encouraged to contact the Shire of Corrigin's Community Development Officer, prior to applying for the Community Assistance Program to discuss their community project and funding requirements.

These guidelines are to be read in conjunction with Council Policy 2.11 Community Assistance Program.



## 2 WHAT IS THE COMMUNITY ASSISTANCE PROGRAM?

The Community Assistance Program is designed to provide financial assistance from Council to support community organisations holding community events or carrying out projects.

The program consists of three categories:

Funding Round	Funding per Applicant (excluding GST)
Community Donations	Maximum \$500 per application
Community Grants	Maximum \$5,000 per application
Significant Event Sponsorship/Assistance	Maximum \$10,000 per application

Applications received for the three categories will be presented to the Ordinary Meeting of Council in May for Council to determine which applications are to be considered for inclusion in the annual budget. The annual budget is adopted by Council no later than the Ordinary Meeting of Council in August of each year and Applicants notified in writing no later than September.

Applications will be considered for projects or events that meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

## 3 RESTRICTIONS ON FUNDING

Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation for the three funding categories is distributed in the following way:

- Community Donations      \$5,000
- Community Grants         \$15,000
- Significant Events         \$15,000

Community organisations who are eligible to apply for assistance and receive annual waivers of rates, rubbish, facility, and equipment fees or are in receipt of reduced fees and charges will only be eligible to apply for the Community Grants and Significant Event Sponsorship/Assistance to the combined value of the waiver or reduced fees and the assistance not exceeding the maximum funding category amount.

## 4 ELIGIBLE ITEMS

Community Assistance Grant funding can be used for:

- Leveraging a grant from State or Federal agency
- Purchasing goods and services
- Infrastructure
- Specific community event or community program

#### 4 ELIGIBLE ITEMS

All applications must demonstrate how the proposed funding will be used to meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

#### 5 INELIGIBLE FOR FUNDING

The following items are ineligible for funding under the Community Assistance Program:

- Private, commercial or political ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events and/or programs that are exclusive only to the community group or organisation's members.

#### 6 FUNDING CATEGORIES

##### Community Donations

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

Each organisation is eligible to submit several applications per financial year, provided the total cumulative number of successful applications does not exceed \$500.

Eligible requests for this funding category are contributions to awards, financial assistance and small sponsorships that are not covered by other Council funding.

##### Community Grants

The community grant funding provides financial assistance of up to a maximum of \$5,000 to support community events or projects. Financial assistance is based on a one third contribution from Council and two thirds from the applicant organisation by way of own source funding and/or external funding.

Community organisations are only eligible to submit one application per financial year and funds must be spent prior to 31 May of that financial year. There is a requirement to submit an acquittal report back to Council to show where funds have been spent and for the funds to be paid to the organisation.

Where an organisation receives assistance from Council in the form of the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$5,000. For example: if an organisation has annual rubbish charges of \$400 waived then the maximum amount available to apply for would be \$4,600.

Eligible requests include:

- Contributions towards purchasing equipment,
- Upkeep to a community group facility leased from the Shire of Corrigin
- Community based projects such as a memorial
- Small community events

Ineligible requests include:

- Assistance towards Council's rates, facility hire/service fees or standard user agreements.
- Assistance towards financial operating costs of the applicant e.g., rent, staff wages, utility costs, insurance, stationery, etc.
- Food, drinks, and alcohol.



## 6 FUNDING CATEGORIES

- Interstate and overseas travel.
- Conference attendance.
- Projects that have already commenced.
- Projects not based in the Shire of Corrigin.
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Projects that are recurring or incomplete that have been previously funded will be given lower priority.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

### **Significant Event Sponsorship/Assistance**

Significant event sponsorship/assistance provides support to community groups within the Shire of Corrigin holding large local community events up to a maximum of \$10,000 per financial year.

To be eligible for sponsorship/assistance the community group must be incorporated or a not-for-profit organisation and be based in the Shire of Corrigin. Organisations outside of the Shire of Corrigin that have partnered with a local community group to submit an application on their behalf will be considered however priority will be given to local organisations.

## 6 FUNDING CATEGORIES

Expenditure must be outlined in the application and may include:

- Marketing and promotional costs
- Venue hire costs
- Equipment hire costs
- Contractor or facilitation fees

Ineligible expenditure includes:

- Operational costs such as administration costs, staffing or event management costs
- Retrospective events

Where in kind assistance is requested, it is important to note that in kind assistance must be included in the expenditure outlined in the application. In kind assistance includes:

- Shire staff labour including works, administration, environmental health, recreational and building maintenance staff.
- Shire plant and equipment such as trucks, rubbish trailers, generators, signage, fencing etc.
- Shire facilities where a hire fee is normally charged.

The cost estimate of in-kind assistance from the Shire of Corrigin can be obtained by speaking with the Chief Executive Officer or Manager of Works prior to completing the application.

If assistance is monetary an acquittal report is required before funds will be distributed.

Where an organisation receives assistance from Council with the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$10,000.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the event diverse and inclusive of the local community?	15
Evidence of an event plan including the level of volunteer assistance showing the applicant has a realistic capacity to successfully hold the event without relying on the Shire for labour assistance.	20
Evidence of all legislative and regulatory compliance has been or will be met?	20
Does the organisation have sufficient insurance coverage to hold the event?	20
Has the organisation consulted with the local community about the desires and expectations of the event?	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

## 7 ACKNOWLEDGEMENT

Successful applicants are to acknowledge the Shire of Corrigin through project media, community engagement and event promotions by using the Shire's Logo and the phrase "Proudly supported by the Shire of Corrigin". The Shire's Community Development Officer can provide the approved Shire's logo upon request.

## 8 PROJECT VARIATIONS

Project variations must be discussed with the Chief Executive Officer and where applicable approved by Council prior to the variation taking place.

## 9 COUNCIL VENUE AND COMMUNITY BUS HIRE

The Corrigin Community Bus hire waiver is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver of hire fees for the bus. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

Venue hire for community organisations is at a reduced rate as per the annual fees and charges. Further reductions, discounts, or waivers is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver, reduction or discount of fees for venue hire. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

## 10 ACQUITTAL

Successful applicants will be required to complete a project acquittal within 30 days of completion of the project or event. Acquittals must be lodged before funding released to the organisation and before subsequent funding can be applied for. Acquittal forms will be provided to successful applicants in September with the letter advising of the outcome or by contacting the Shire Administration Office.

The information contained in the acquittal will be presented to Council by the Chief Executive Officer or Deputy Chief Executive Officer.

## 11 ABN

Please note the Shire of Corrigin requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire Administration to discuss how to best proceed.

## 12 GOODS AND SERVICES TAX (GST)

Funding will be paid on the basis of invoices received (ie GST inclusive, or GST exclusive). If you are unsure, please contact the Shire Administration to discuss.

## 13 ADMINISTRATION OF ASSISTANCE

Community Assistance Program approvals will be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of a tax invoice at the conclusion of the project or event.



## 13 ADMINISTRATION OF ASSISTANCE

- Where approved financial assistance is not claimed by 31 May of the financial year in which the grant was approved the funding is considered as not required and the organisation will have to re-apply in the next funding year.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted or considered and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support and won't be considered.
- Council's decision is final, and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year unless otherwise stated in this policy.

## 14 CONTACT DETAILS

For further information about the Community Assistance Program, please contact the Shire of Corrigin Administration Office on (08) 9063 2203 or by emailing [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au).



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# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15 APPLICANT DETAILS

<b>Official Name of Organisation:</b>	
<b>Street Address:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	

Is the organisation GST registered? **Yes**  **No**

Is the organisation incorporated? **Yes**  **No**

<b>Number of Paid Staff:</b>	
<b>Number of Volunteers:</b>	
<b>Contact Person:</b>	
<b>Position Title:</b>	
<b>Phone Number(s):</b>	
<b>Email:</b>	

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

<b>Organisation:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? **Yes**  **No**

If No, please provide details of previous application/funding:

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes  No

If Yes, please provide details:

## 15.2 PROJECT DETAILS

<b>Project Name:</b>	
<b>Project Start Date:</b>	
<b>Finish Date:</b>	
<b>Funds Requested from Council:</b>	
<b>Project Details:</b>	

## 15.3 PROJECT DETAILS

What is the main purpose of your project?

Please describe how your event/activity meets the selection criteria? **(Please include how the project will benefit the community)**

## 15.4 PROJECT DETAILS

Main location of activities for this event/activity? **(Please outline the activities involved in your Project)**

Describe the target group for your project, and how they will benefit from the project.

## 15.5 PROJECT DETAILS

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

<b>Commencement Date:</b>		<b>Completion Date:</b>	
---------------------------	--	-------------------------	--

List any additional grants that you have applied for/ or will apply for in relation to this Project.

## 15.6 PROJECT DETAILS

How will you measure the success of your project?

How will Council be recognised for its contribution to this project?

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 16 APPENDIX A SAMPLE BUDGET

**PROJECT TITLE:** Museum Upgraded Picnic Area

**INCOME:**

Contributor	Description	Amount
Applicant Contribution	Cash	\$1000.00
Lottery West	Grant	\$1500.00
Local Service Club	Sponsorship	\$600.00
Local Service Club	Sponsorship	\$70.00
Local Service Club	Sponsorship	\$1000.00
<b>TOTAL INCOME:</b>		<b>\$4170.00</b>

**Project Expenditure**

Description	Amount (Ex GST)	GST	Amount (Inc GST)
Equipment Hire	\$450.00	\$50.00	\$500.00
Plants	\$288.00	\$32.00	\$320.00
Brochures	\$225.00	\$25.00	\$250.00
Labour 10h @ \$60.00	\$540.00	\$60.00	\$600.00
Treated Pine	\$1800.00	\$200.00	\$2000.00
Van Hire	\$450.00	\$50.00	\$500.00
<b>TOTAL INCOME:</b>		<b>\$417.00</b>	<b>\$4170.00</b>

# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 17 APPENDIX BUDGET B : BUDGET - GRANT

**PROJECT TITLE:**

**INCOME:**

Contributor	Description	Amount
<b>TOTAL INCOME:</b>		<b>\$</b>

**Project Expenditure**

Description	Amount (Ex GST)	GST	Amount (Inc GST)
<b>TOTAL INCOME:</b>			<b>\$</b>



# APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

## 18 DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Corrigin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I understand that where financial assistance is approved by Council for projects that are dependent on external funding bodies eg Dept of Local Government, Sport & Cultural Industries, Lotterywest etc. and that funding application is unsuccessful then Council retain the right to withdraw their contribution and reallocate it to another community organisation.
- I understand where approved funding is not acquitted by 31 May in the financial year the funding will be considered as not required and the organisation will have to reapply in the next available funding year.
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Corrigin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements and have provided current copies of financial records of the organisation with this application.

<b>Name:</b>			
<b>Organisation:</b>			
<b>Position:</b>			
<b>Signature</b>	ETL	<b>Date:</b>	

## 19 CHECKLIST

Please attach the relevant documents	Y	N
A copy of the meeting minutes showing the committee/ organisation endorsed a motion for a representative to submit an application for the Community Assistance Program to the Shire		
A copy of your organisation's latest bank statements and financial statements (if available please send audited copy)		
A copy of your Certificate of Incorporation		
A copy of your current Public Liability Insurance Certificate		
Copies of all relevant quotes as verification to costing's		
An endorsed letter from the sponsoring organisation		
Evidence of other grant funding or donation approvals		



# THE CORRIGIN AGRICULTURAL SOCIETY INC.

Minutes of the Corrigin Ag Society Inc committee meeting held on MONDAY 26<sup>th</sup> February 2024 at the Corrigin Hotel dining room 7.30PM.

**PRESENT:** E & J Turner, S Courboules, C Green, V Downing, C & A Priest, F Job, L Crombie, P Bolton, D Pridham, E Wilson.

**APOLOGIES:** S Gallinagh, K Ripp, G Downing, W Crombie, J Jones.

Minutes from General meeting at AGM accepted as a true and correct record, moved A Priest. Sec. V Downing. Cd.

**Business Arising:** 1. Street sign for mural still not in place. *Action E Turner.*

2. Life Membership criteria to be added to Constitution. *Action E Turner.*

3. 2 new stewards needed for Sheaf Toss. S Walwork & K Courboules to be asked. *Action Secretary.*

## CORRESPONDENCE:

**INWARD -**

1. E Warwick – resignation from committee.
2. A Squiers – resignation from committee.
3. Shire - Community Grants application.
4. RAS – conference dates.
5. Liz Harful – author requesting nominations for cooks who have won at local shows, for her next edition of the Blue Ribbon cookbook.
6. Joe Nistico – wanting info, photos of sheaf toss to promote in local paper as his ? show, that also has a sheaf toss.

Secretary sought approval to nominate A Fulwood as one of the cooks. All agreed. K Ripp had already nominated R Gilmore, N Talbot, K Dickinson, B Blight & N Tassell.

**OUTWARD – Nil.**

C Green moved inward be accepted. Sec. E Wilson. CD

## TREASURER'S REPORT: Tabled.

Advertising money for schedule has started coming in. Bankwest account closed, one opened at NAB. Treasurer has no access to cash without a debit card.

C Green moved to apply for an Agriculture Society debit card linked to the new NAB cheque account BSB 086-554 Acct number 32-881-7022. Sec. F Job. Cd. 2 signatories (President & Treasurer) to be used for funds application, then 1 only needed for use, that will be the Treasurer. The need has arisen due to the PO Box account, as it can't be paid by using direct debit.

**Re a new Term Deposit:** President and Treasurer to determine whether a TD can be started to attract some interest, as there is \$65,193.33 available.

**Re Insurance:** Emily & Kylie to try for sponsorship with WFI to help offset insurance costs. C Green moved her report be accepted. Sec. C Priest. Cd.

## GENERAL BUSINESS

1. President has already booked sideshow alley for Saturday 7<sup>th</sup> September. RAS show is 21<sup>st</sup> and we always hold ours 2 weeks prior.
2. It appears that Koorda and York are scheduled for same day (7<sup>th</sup>), as their criteria seems to be the first Saturday in September. However, the leap year may account for this anomaly. G Downing to contact Koorda, RAS to be contacted to confirm our show date.
3. President *Emily to book entertainment early, suggested Kyle (food vans) do the same.*

4. As Emily is expecting a baby in April and moving to Bulyee area, she suggested that V President S Gallinagh chair meetings when she is not available. Emily still prepared to do her roles from home eg Entertainment, Community Grants, Liquor Licence and Fireworks applications.
5. New committee members are needed due to some resignations. Positions available include Advertising & Website upgrade.
6. ***More communication needed from Portfolio holders.*** Sponsorship, Entertainment and Schedule people all need to liaise with the Treasurer so that accounts are sent to correct donors. Reports to be given at meetings in person or via email to Secretary, as sometimes committee need to approve decisions.
7. **Community Grants:** to apply for indoor fence, 4 red bins, fireworks \$3500, entertainment option.
8. Live music - Emily to try to get Lake Grace band. Any ideas for Entertainment, Food or Stalls send to appropriate Portfolio holders.
9. A meeting was held to upgrade/change schedule. All children's work and Art to be in on Thursday prior to show, to avoid the Friday morning chaos for stewards. ***This announcement to be put repeatedly in The Windmill. Action Secretary/ Val.***
10. Emily to advertise our "Marketing" position on FB.
11. F Job asked if "Collectibles" could be reinstated as a Section. Discussion was negative.
12. Bar hours will revert to 3 – 9pm. ***W Crombie to contact cricket club so arrangements can be made.***
13. **Cars on the Grass:** as Brett Connelly is no longer organising, a letter of thanks be sent. Who is to be in charge? Will it continue? Committee needs an update.

Meeting closed at 9.06pm.

**Next Meeting: Monday 25th March 7.30pm. Hotel dining room.**

Re: Enquiry - Corrigin Show 7.9.2023  Inbox x



**Ken Allen**

to me ▼

Hi Emily,

Roving performances usually go for anything between 30mins and an hour (often dependent on how hot and in the sun it is! ;-)

Confirming our quote as follows:

11.45AM - workshop #1 (45mins) - \$600+gst

12.45pm - Roving performance (up to 60mins) - \$1800+gst

2pm - workshop #2 (45mins) - \$600+gst

Travel to Corrigin - \$800+GST

TOTAL = \$3800+GST

I will plug those times into our calendar and check availability - that far off though, it's safe to assume that we will be available.

Cheers,

Ken Allen  
Junkadelic Brass Band  
Mob 0439452293



Government of Western Australia  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

**DUPLICATE**

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

IARN: A1001401C

## Certificate of Incorporation

This is to certify that

**THE CORRIGIN AGRICULTURAL SOCIETY (INC)**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the  
fifth day of July 1991

A handwritten signature in blue ink that reads "Blake".

Patricia Blake  
Commissioner for Consumer Protection

**CERTIFICATE**

**SHIRE OF CORRIGIN**

**BUSH FIRE BRIGADES LOCAL LAW 2024**

**BUSH FIRES ACT 1954**

**LOCAL GOVERNMENT ACT 1995**

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**BUSH FIRES ACT 1954**  
**LOCAL GOVERNMENT ACT 1995**

*SHIRE OF CORRIGIN*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Corrigin resolved on 21 May 2024 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Corrigin Bush Fire Brigades Local Law 2024.

**1.2 Commencement**

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

**1.3 Definitions**

(1) In this local law unless the context otherwise requires –

**Act** means the *Bush Fires Act 1954*;

**brigade area** is defined in clause 2.2(1)(b);

**brigade member** means a fire fighting member, associate member or a cadet member of a bush fire brigade;

**brigade officer** means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

**bush fire brigade** is defined in section 7 of the Act;

**bush fire control officer** means a bush fire control officer appointed by the local government under section 38 of the Act;

**Bush Fire Operating Procedures** means the bush fire operating procedures adopted by the local government as amended from time to time;

**CEO** means the chief executive officer of the Shire of Corrigin;

**Chief Bush Fire Control Officer** means the chief bush fire control officer appointed under the Act;

**Council** means the Council of the local government;

**Department** means the Department of Fire and Emergency Services (DFES) of Western Australia;

**district** means the district of the local government;

**fire fighting member** is defined in clause 4.2;

**local government** means the *Shire of Corrigin*;

**normal brigade activities** are defined by section 35A of the Act;

**Regulations** means Regulations made under the Act; and

**Rules** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) a Training Officer;
- (f) an Equipment Officer;
- (g) a Secretary.
- (h) a Treasurer; or
- (i) a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

#### **1.4 Application**

This local law applies throughout the district.

### **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

#### *Division 1 – Establishment of a bush fire brigade*

##### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

##### **2.2 Name and officers of bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint -
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) a Training Officer;
    - (vi) an Equipment Officer;
    - (vii) a Secretary; and
    - (viii) a Treasurer; or
    - (ix) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications, experience and skills required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

## *Division 2 – Command at a fire*

### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## *Division 3 – Application of Rules to a bush fire brigade*

### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

## *Division 4 – Transitional*

### **2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
“**commencement day**” means the day on which this local law comes into operation.

## *Division 5 – Dissolution of bush fire brigade*

### **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules.

### **2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, the local government is to make alternative fire control arrangements for that brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### *Division 1 – Local government responsibility*

#### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

### *Division 2 – Chief Bush Fire Control Officer*

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer, or her or his nominee, (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### *Division 3 – Annual general meetings of bush fire brigades*

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting prior to the commencement of March each year.

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one or more brigade members (as determined by the local government) are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer(s) for the brigade area until the next general meeting.

### **3.8 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

## ***Division 4 – Bush Fire Advisory Committee***

### **3.9 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.10 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government persons nominated by each bush fire brigade for the positions of bush fire control officer(s) for the brigade area.

### **3.11 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.12 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are not otherwise classified as an operational member or cadet member, who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;

- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

#### **4.5 Honorary life member**

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

#### **4.6 Notification of membership**

The bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member on annual basis at a date determined by the local government.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding for the purchase of protective clothing, equipment and appliances for bush fire brigades; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

The bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade on an annual basis at a date determined by the local government.

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by a date advised by the CEO or delegate of the CEO, for consideration in the next following local government budget.

#### **6.4 Consideration in the local government budget**

The local government-

- (a) may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question; and
- (b) shall advise the bush fire brigade of the final outcome of their individual requests for funding within a reasonable time frame.



## SCHEDULE 1

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

### PART 1 - PRELIMINARY

#### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
**absolute majority** means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.**Committee** means the Committee of the bush fire brigade;  
**local law** means the Shire of Corrigin Bush Fire Brigades Local Law 2024; and  
**normal brigade activities** is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

### PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

#### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

#### 2.2 Committee to determine applications

Applications for membership are to be determined by the Captain or the Committee.

#### 2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### 2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Captain or Secretary on the form required by the Department.

## **2.5 Decision on application for membership**

- (1) The Captain or Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

## **2.6 DFES to be notified of registrations**

If any application for membership is approved, the local government is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department.

## **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the brigade or local government;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee;
  - (e) leaves the district permanently without terminating their membership after a period of two years; or
  - (f) does not complete the minimum training requirement as outlined in the local government operating procedures.

## **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.9 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.10 Objection rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Duties of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

### **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade, which shall be available for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account if applicable;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Training Officer**

- (1) The Training Officer is responsible for the coordination of brigade training under the direction of the Captain and the local government.
- (2) In the absence of this position the Captain will assume these responsibilities.

### **3.6 Equipment Officer**

- (1) The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
- (2) In the absence of this position the Captain will assume these responsibilities.

### **3.7 Storage of equipment**

The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).

### **3.8 Equipment Officer to report**

The Equipment Officer is to provide to the local government and bush fire brigade captain reports of any damage or maintenance to brigade equipment required as soon as practicable.

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Training Officer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;

- (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
  - (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

## **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.4 Quorum**

- (1) Except for Committee Meetings, the quorum for a meeting of the bush fire brigade is at least 50% of the committee members and a total of not less than 5 members of the bush fire brigade.
- (2) Notwithstanding the provision of subsection (1) the CBFCO may vary these requirements with the approval of the local government.
- (3) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

## **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

# **PART 6 – MEETINGS OF COMMITTEE**

## **6.1 Meetings of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.

- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.2 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.3 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by-
  - (a) cheques signed jointly by any 2 of the Captain, Secretary or Treasurer; or
  - (b) authorised use of electronic banking by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to authorise payments referred to in subclause (1).

### **7.4 Auditing**

- (1) The bush fire brigade shall supply on request to the local government the brigade's full financial records for the financial year.
- (2) The local government may request the brigade's financial and accounting records for a review at any time.

### **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial or personal interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If an interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### **7.6 Dispute resolution**

- (1) Any dispute between brigade members may be referred to either the Captain or to the Committee.

- (2) Where a dispute referred under subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the dispute to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any dispute which is not resolved under subclause (1) or (2).

## **PART 8 – NOTICES AND PROXIES**

### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post;
    - (iii) email
    - (iv) short message service (SMS) or the like;
    - (v) facsimile transmission; or
    - (vi) any other method approved by the local government.

### **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [SPECIAL] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION           FOR AGAINST ABSTAIN

1. ....
2. ....

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise her or his discretion as to how to  
vote or whether to vote at all. In respect of any vote taken  
at the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise her or his discretion as to  
the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this       day of       . . . . .month.....year



Dated..... 2024

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

\_\_\_\_\_  
**PRESIDENT**

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

**SHIRE OF CORRIGIN**

**BUSH FIRE BRIGADES LOCAL LAW 2024**

**BUSH FIRES ACT 1954**

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**BUSH FIRES ACT 1954**  
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*SHIRE OF CORRIGIN*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *Shire of Corrigin* resolved on 21 May 2024 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Corrigin Bush Fire Brigades Local Law 2024.

**1.2 Commencement**

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

**1.3 Definitions**

- (1) In this local law unless the context otherwise requires –
- Act** means the *Bush Fires Act 1954*;
  - brigade area** is defined in clause 2.2(1)(b);
  - brigade member** means a fire fighting member, associate member or a cadet member of a bush fire brigade;
  - brigade officer** means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;
  - bush fire brigade** is defined in section 7 of the Act;
  - bush fire control officer** means a bush fire control officer appointed by the local government under section 38 of the Act;
  - Bush Fire Operating Procedures** means the bush fire operating procedures adopted by the local government as amended from time to time;
  - CEO** means the chief executive officer of the Shire of Corrigin;
  - Chief Bush Fire Control Officer** means the chief bush fire control officer appointed under the Act;
  - Council** means the Council of the local government;
  - Department** means the Department of Fire and Emergency Services (DFES) of Western Australia;
  - district** means the district of the local government;
  - fire fighting member** is defined in clause 4.2;
  - local government** means the *Shire of Corrigin*;
  - normal brigade activities** are defined by section 35A of the Act;
  - Regulations** means Regulations made under the Act; and
  - Rules** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.
- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;

- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) a Training Officer;
- (f) an Equipment Officer;
- (g) a Secretary.
- (h) a Treasurer; or
- (i) a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

#### **1.4 Application**

This local law applies throughout the district.

### **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

#### ***Division 1 – Establishment of a bush fire brigade***

##### **2.1 Establishment of a bush fire brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

##### **2.2 Name and officers of bush fire brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint -
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) a Training Officer;
    - (vi) an Equipment Officer;
    - (vii) a Secretary; and
    - (viii) a Treasurer; or
    - (ix) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications, experience and skills required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

## ***Division 2 – Command at a fire***

### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## ***Division 3 – Application of Rules to a bush fire brigade***

### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

## ***Division 4 – Transitional***

### **2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
“**commencement day**” means the day on which this local law comes into operation.

## ***Division 5 – Dissolution of bush fire brigade***

### **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules.

### **2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, the local government is to make alternative fire control arrangements for that brigade area.



## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### ***Division 1 – Local government responsibility***

#### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

### ***Division 2 – Chief Bush Fire Control Officer***

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer, or her or his nominee, (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### ***Division 3 – Annual general meetings of bush fire brigades***

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting prior to the commencement of March each year.

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one or more brigade members (as determined by the local government) are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer(s) for the brigade area until the next general meeting.

### **3.8 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

## ***Division 4 – Bush Fire Advisory Committee***

### **3.9 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.10 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government persons nominated by each bush fire brigade for the positions of bush fire control officer(s) for the brigade area.

### **3.11 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.12 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are not otherwise classified as an operational member or cadet member, who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;

- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

#### **4.5 Honorary life member**

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

#### **4.6 Notification of membership**

The bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member on annual basis at a date determined by the local government.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding for the purchase of protective clothing, equipment and appliances for bush fire brigades; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

The bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade on an annual basis at a date determined by the local government.

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by a date advised by the CEO or delegate of the CEO, for consideration in the next following local government budget.

#### **6.4 Consideration in the local government budget**

The local government-

- (a) may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question; and
- (b) shall advise the bush fire brigade of the final outcome of their individual requests for funding within a reasonable time frame.

## SCHEDULE 1

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

### PART 1 - PRELIMINARY

#### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
**absolute majority** means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.**Committee** means the Committee of the bush fire brigade;  
**local law** means the Shire of Corrigin Bush Fire Brigades Local Law 2024; and  
**normal brigade activities** is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

### PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

#### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

#### 2.2 Committee to determine applications

Applications for membership are to be determined by the Captain or the Committee.

#### 2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### 2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Captain or Secretary on the form required by the Department.

## **2.5 Decision on application for membership**

- (1) The Captain or Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

## **2.6 DFES to be notified of registrations**

If any application for membership is approved, the local government is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department.

## **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the brigade or local government;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee;
  - (e) leaves the district permanently without terminating their membership after a period of two years; or
  - (f) does not complete the minimum training requirement as outlined in the local government operating procedures.

## **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.9 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.10 Objection rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Duties of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

### **3.3 Secretary**

- (1) The Secretary is to –
  - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade, which shall be available for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account if applicable;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Training Officer**

- (1) The Training Officer is responsible for the coordination of brigade training under the direction of the Captain and the local government.
- (2) In the absence of this position the Captain will assume these responsibilities.

### **3.6 Equipment Officer**

- (1) The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
- (2) In the absence of this position the Captain will assume these responsibilities.

### **3.7 Storage of equipment**

The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the “station”).

### **3.8 Equipment Officer to report**

The Equipment Officer is to provide to the local government and bush fire brigade captain reports of any damage or maintenance to brigade equipment required as soon as practicable.

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Training Officer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;

- (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
  - (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

## **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.4 Quorum**

- (1) Except for Committee Meetings, the quorum for a meeting of the bush fire brigade is at least 50% of the committee members and a total of not less than 5 members of the bush fire brigade.
- (2) Notwithstanding the provision of subsection (1) the CBFCO may vary these requirements with the approval of the local government.
- (3) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

## **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

# **PART 6 – MEETINGS OF COMMITTEE**

## **6.1 Meetings of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.



- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.2 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.3 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by-
  - (a) cheques signed jointly by any 2 of the Captain, Secretary or Treasurer; or
  - (b) authorised use of electronic banking by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to authorise payments referred to in subclause (1).

### **7.4 Auditing**

- (1) The bush fire brigade shall supply on request to the local government the brigade's full financial records for the financial year.
- (2) The local government may request the brigade's financial and accounting records for a review at any time.

### **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial or personal interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If an interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### **7.6 Dispute resolution**

- (1) Any dispute between brigade members may be referred to either the Captain or to the Committee.

- (2) Where a dispute referred under subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the dispute to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any dispute which is not resolved under subclause (1) or (2).

## **PART 8 – NOTICES AND PROXIES**

### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post;
    - (iii) email
    - (iv) short message service (SMS) or the like;
    - (v) facsimile transmission; or
    - (vi) any other method approved by the local government.

### **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [SPECIAL] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_  
to be my proxy and vote on my behalf at the meeting of  
the bush fire brigade to be held on [insert date] and at any  
adjournment of it. The proxy shall vote as follows:

MOTION            FOR AGAINST ABSTAIN

- 1. ....
- 2. ....

If there is no instruction to the proxy as to the way to vote,  
the proxy shall exercise her or his discretion as to how to  
vote or whether to vote at all. In respect of any vote taken  
at the meeting on a matter which does not appear on the  
agenda, the proxy shall exercise her or his discretion as to  
the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and  
returned to the Secretary of the bush fire brigade (or the  
presiding member) prior to the commencement of the  
meeting for which the proxy is valid.

Dated this      day of      . . . . . month . . . . . year

Dated..... 2024

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

PRESIDENT

CHIEF EXECUTIVE OFFICER