



A G E N D A

ORDINARY COUNCIL MEETING

16 July 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 16 July 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 2.00pm.

Order of Business

12.30pm – 1.00pm	Lunch
1.00pm – 1.45pm	Discussion Forum
1.45pm – 2.00pm	Afternoon Tea
2.00pm –	Council Meeting

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



Natalie Manton

Chief Executive Officer

11 July 2024

Disclaimer:

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

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1 DECLARATION OF OPENING

Council acknowledges the Noongar people as the traditional custodians of the land and pay our respect 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 are advised that the Council meeting is being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

A period of 15 minutes is allocated for questions with a further period of 15 minutes provided for statements from members of the public. The procedure for asking questions and responding is to be determined by the presiding member. The time allocated for questions is to be decided by the members of the Council and members of the public are to be given an equal and fair opportunity to ask a question and receive a response.

Questions and statements are to be –

- a) Presented in writing on the relevant form to the Chief Executive Officer prior to commencement of the meeting; and
- b) Clear and concise

4 MEMORIALS

The Shire has been advised that Arthur Baker, Josephine Mary Hovell (nee Gallinagh), and Bruce Fenton have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

Councillors and Officers are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting before the matter is discussed and of the requirement to disclose an interest affecting impartiality under the Shire of Corrigin Code of Conduct.

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2024 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 9 July 2024 (Attachment 7.2.1).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Audit and Risk Management Committee meeting held on Tuesday 9 July 2024 (Attachment 7.2.1).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	10/07/2024
Reporting Officer:	Karen Wilkinson, Senior Finance Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – June 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 June 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

OFFICER'S RECOMMENDATION

That Council receives the list of accounts paid during the month of June 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>020983 - 020987</i>	<i>\$5,062.78</i>
<i>EFT Payments</i>	<i>EFT20144 – EFT20261</i>	<i>\$330,709.91</i>
<i>Direct Debit Payments</i>		<i>\$113,159.74</i>
<i>EFT Payroll Payments</i>		<i>\$137,232.69</i>

Total Municipal Account Payments ***\$586,165.12***

Trust Account

<i>EFT Payments</i>	<i>EFT20216-EFT20217</i>	<i>\$21.20</i>
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Total Trust Account Payments ***\$21.20***

Edna Stevenson Trust Account

<i>EFT Payments</i>	<i>EFT20220-EFT20220</i>	<i>\$10,000.00</i>
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Total Trust Account Payments ***\$10,000.00***

Licensing Trust Account

<i>Direct Debit Payments</i>		<i>\$22,342.60</i>
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Total Licensing Trust Account Payments ***\$22,342.60***

Total of all Accounts

\$618,528.92

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/07/2024
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 June 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 June 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>Cash at Bank The total cash as at 30 June 2024 was \$8,437,323. This is comprised of \$2,098,534 24/25 advanced Federal Assistance Grant funding, \$929,954 municipal funds (Municipal Bank Account and various till floats), \$1,526,175 in short term investment and \$3,882,662 in reserve funds.</p>	<p>Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts</p>
<p>Capital Acquisitions The capital budget expenditure is showing as approximately 70% complete as at the 30 June 2024. This is due to projects coming under budget, or not commencing for various reasons. <u>Land and Buildings</u> - \$351,843 under budget due to the Medical Centre re-roof, CREC portico and Town Hall steps projects not commencing in 23/24 <u>Roads</u> – \$1,287,176 under budget. Construction has been completed with exception of Wheatbelt Secondary Freight Network projects that were deferred, Wickepin Corrigin Road project awaiting approval. <u>Infrastructure Other</u> – \$285,000 under budget due to the Airstrip Pilot Activated Lights project not commencing in 23/24 and the Swimming Pool expansion joints replacement no longer required to be completed. <u>Disposal of Assets</u> – Several plant items sent to auction late June with no recorded sale in the 23/24 financial year requiring recognition in the 24/25 financial year.</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>
<p>Receivables Rates outstanding is \$54,980. 98.2% of rates have been collected for the year compared to 97.7% in June 2023. Current receivables of \$71,075.</p>	<p>Page 14 – Receivables</p>

Further information on the June 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

OFFICER'S RECOMMENDATION

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

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 ADOPTION OF THE 2024/2025 BUDGET

Applicant:	Shire of Corrigin
Date:	10/07/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0368
Attachment Ref:	Attachment 8.2.1.1 – 2024/2025 Annual Budget to be tabled.

SUMMARY

Council is requested to consider and adopt the Municipal Fund Budget for the 2024/2025 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected member fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

The draft 2024/2025 budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future. The draft 2024/2025 budget has been prepared in accordance with the presentations made to councillors at the budget workshops held between May and July 2024.

COMMENT

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

Rates Modelling

The budget has been prepared with a 5.0% rate increase in line with the Long Term Financial Plan.

The Rates were modelled based on the following:

- Unimproved Values (UV) of \$347,129,737
- Gross Rental Values (GRV) of \$4,958,173
- Minimum payments for UV and GRV properties of \$490

Allowances

The allowances paid to elected members are in line with the annual payments for Band 4 as per the Salaries and Allowances Tribunal.

Borrowings

There are no new borrowings planned for the 2024/2025 financial year.

Brought Forward Value

An estimated surplus of \$2,947,628 is anticipated to be brought forward from 30 June 2024. This includes \$2,098,531 of Federal Assistance Grant advanced funding for 2024/2025. This estimated surplus is unaudited and may change. Any change will be addressed as part of a future budget review.

Capital Works

The 2024/2025 capital works program for investment in infrastructure, land and buildings, furniture, plant, and equipment planned is in line with Council’s strategy to increase investment in renewing and upgrading assets. The full capital works program is contained in the attachments.

The capital road program budget for 2024/2025 is \$2,710,144 with \$2,410,262 grant funding provided from the following sources:

Main Roads	Regional Road Group	\$506,934
	Direct Grant	\$215,127
DITRDC	Roads to Recovery Program	\$766,068
	Wheatbelt Secondary Freight Network	\$649,820
	Local Roads and Community Infrastructure Program	\$272,313

- Principal additional grant funding for the year is estimated from:
 - Department of Fire & Emergency Services Bushfire Mitigation Funding - \$141,170
- Fees and Charges have been reviewed and adjusted accordingly with the rise and fall of goods and services.
- Household and commercial waste charges are proposed to increase by \$15 and are itemised in the proposed schedule of fees and charges.

The draft 2024/2025 budget delivers on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next 30 June.

Division 5 and 6 of Part 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The draft 2024/2025 budget as presented is considered to meet statutory requirements.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 7B(2) of the Salaries and Allowances Act 1975 requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- *the amount of fees to be paid to Council members;*
- *the amount of expenses to be reimbursed to Council members;*
- *the amount of allowances to be paid to Council members.*

The Determination on Local Government Chief Executive Officers and Elected Members requires local governments to set an amount within the relevant range determined for fees, expenses, or allowances.

Section 5.98 of the Local Government Act 1995 sets out fees, expenses, and reimbursements payable to Council members as determined by the Tribunal.

Section 5.98A of the Local Government Act 1995 sets out fees, expenses, and reimbursements which may be paid to Deputy Presidents or Deputy Mayors up to a percentage determined by the Tribunal (Absolute Majority required).

Section 5.99 provides a local government may pay an annual fee in lieu of fees for attending meetings, as determined by the Tribunal (Absolute Majority required).

Section 5.99A sets out a local government may pay an annual allowance for Council members in lieu of reimbursement of expenses, as determined by the Tribunal (Absolute Majority required).

Regulations 30, 31, 32, and 34ACA of the Local Government (Administration) Regulations 1996 set the limits, parameters and types of allowances that can be paid to Council members.

POLICY IMPLICATIONS

2.10 Annual Budget Preparation

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2024/2025 budget attached for adoption.

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

Absolute Majority is required for some recommendations while Simple Majority is required in other parts.

OFFICER'S RECOMMENDATION

PART A – BUDGET FOR 2024/2025

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Budget as contained in Attachment 8.2.1.1 for the Shire of Corrigin for the 2024/2025 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and forming part of the Budget

ABSOLUTE MAJORITY

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- Residential (GRV) 0.09499 cents in the dollar
- Rural (UV) 0.00751 cents in the dollar

Minimum Payments

- Residential (GRV) \$490
- Rural (UV) \$490

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date 28 August 2024
- 2nd quarterly instalment due date 28 October 2024
- 3rd quarterly instalment due date 2 January 2025
- 4th quarterly instalment due date 4 March 2025

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates through an instalment option.

In accordance with the provisions of section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996* council adopts an interest rate of 11% for rates and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

ABSOLUTE MAJORITY

PART C – OTHER STATUTORY FEES FOR 2024/2025

Council adopts the following charges for the removal and deposit of domestic and commercial waste in accordance with the provisions of the *Waste Avoidance and Resources Recovery Act 2007*:

Residential Premises (including recycling)

- per bin weekly collection \$512.00pa
- per bin weekly collection – eligible pensioner \$405.75pa
includes 120 ltr bin and 240ltr recycling bin

Commercial Premises

- per bin weekly collection \$572.00pa
includes 240ltr bin and 240ltr recycling bin

Domestic/Commercial Rubbish Service – 2nd Service

- 2nd 140ltr bin \$462.00pa
- 2nd 240ltr bin \$522.00pa
- Extra recycle service – 240L recycling bin \$392.00pa

SIMPLE MAJORITY

PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2023/24

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 30 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

- President \$8,000
- Elected Member \$4,500

Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

- Information, Communication and Technology Allowance \$1,000

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- President \$8,000

Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

- Deputy President \$2,000

ABSOLUTE MAJORITY

PART E – MATERIAL VARIANCE REPORTING FOR 2023/24

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2024/2025 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

SIMPLE MAJORITY

PART F – 2024/2025 CAPITAL AND ROAD PROJECTS

- A. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2024/2025 Capital and Road Project Budget for Land and Buildings as presented in Attachment 8.2.1.2
- B. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2024/2025 Capital and Road Project Budget for Furniture, Plant, and Equipment as presented in Attachment 8.2.1.2
- C. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2024/2025 Capital and Road Project Budget for Infrastructure - Roads as presented in Attachment 8.2.1.2
- D. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2024/2025 Capital and Road Project Budget for Infrastructure - Other as presented in Attachment 8.2.1.2

SIMPLE MAJORITY

PART G – 2024/2025 FEES AND CHARGES

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, council adopts the Schedule of Fees and Charges in Attachment 8.2.1.3

ABSOLUTE MAJORITY

8.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – REPORT ON INTERIM AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	10/07/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0362
Attachment Ref: ending	Attachment 8.2.2 – Interim Management Letter and Findings – Year 30 June 2024.

SUMMARY

Council is to consider the feedback from the interim audit conducted by AMD from 6 to 7 May 2024.

BACKGROUND

AMD conducted the interim audit on behalf of the Office of the Auditor General from 6 to 7 May 2024 onsite. The Shire of Corrigin administration staff responded to the numerous requests for information prior to the auditors arriving onsite and during this period.

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

COMMENT

The Auditors' observation regarding discrepancies in the general ledger balances, which were addressed in the following months, was clarified by Management and staff during their onsite audit. Steps have been implemented to enhance processes, ensuring that workpapers are promptly updated whenever retroactive corrections are applied.

The Auditors' discovery, communicated to the OAG regarding an unsigned general journal, prompts additional inquiries to clarify which specific journal they are referencing. Our standard procedure typically involves a thorough review and signing of all journals, making this an uncommon issue in general practice.

Six moderate recommendations pertain to Information Technology. Management has either supplied supplementary information and supporting documents or accepted the recommendations.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

3.1 Risk Management Policy

8.11 Audit and Risk Committee

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council receive the Interim Audit findings from AMD Chartered Accountants and notes the areas that have been addressed and issues have been completed.

8.2.3 APPOINTMENT OF ACTING CEO

Applicant:	Shire of Corrigin
Date:	4/07/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PERSONNEL
Attachment Ref:	Confidential Letter of Engagement

SUMMARY

Council is requested to appoint an Acting Chief Executive Officer while the CEO takes annual leave from 18 July to 13 August 2024.

BACKGROUND

The CEO will be overseas for the duration of her annual leave so an Acting CEO is required to oversee the operations of the Shire of Corrigin during this period.

The Deputy Chief Executive Officer (DCEO) is typically appointed to the role of Acting CEO at the discretion of the CEO, subject to performance, availability and operational requirements.

At such a busy time of the year it will be important for the DCEO to consolidate her own work and manage the finance, administration and Community Resource Centre team without the added pressure of taking on the CEO tasks and projects. Adding the CEO tasks and project management to the existing DCEO workload at a time when she will be finalising the budget process and completing the annual report may be overwhelming and additional resources are required.

Other experienced staff are unavailable to back fill the DCEO role and functions due to their own existing heavy workload and covering for staff away on leave.

The CEO has identified a recently retired former CEO with experience in the wheatbelt region who is available to provide relief for the period of the CEO's annual leave. The Shire President has reviewed the draft letter of engagement outlining the terms of the agreement including salary, superannuation, accommodation and use of the CEO vehicle which forms the basis of a short term contract.

COMMENT

To prevent burnout of the DCEO and the finance and administration teams; additional resources are required.

The DCEO is available to act in the role of Acting CEO for the period 18 July to 22 July 2024 as per the term outlined in policy 5.23.

The CEO will have accrued over seven weeks of annual leave at the time leave taken.

The Acting CEO would assume the same delegations as the substantive position.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

s 5.36 Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government;

(b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

(2) A person is not to be employed in the position of CEO unless the council —

- (a) believes that the person is suitably qualified for the position; and
- (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required

5.37 Senior employees

5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

5.41 Functions of CEO

5.42 Delegation of some powers and duties to CEO

5.43 Limits on delegations to CEO

POLICY IMPLICATIONS

5.23 Appointment of Acting CEO

FINANCIAL IMPLICATIONS

Provision for Acting CEO while CEO is on annual leave of approximately \$15,000 including salary, superannuation and accommodation is included in the annual salaries and wages budget.

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	Outcome	Strategies
4.5	Implement systems and processes that meet legislative and audit obligations	4.5	Implement systems and processes that meet legislative and audit obligations

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Believes that Mr Peter Clarke is suitably qualified for the role of Acting CEO as required by s5.36 (2)(a) of the Local Government Act 1995.*
2. *Appoints Mr Peter Clarke to the position of Acting CEO for the period 23 July 2024 to 13 August 2024 while the CEO takes annual leave in accordance with s5.39 (2)(b) of the Act.*
3. *Is satisfied with the provisions of the short term employment contract to be entered into with Peter Clarke outlining the total rewards package as per the letter of engagement in accordance with s5.36 (2)(a) of the Act, 18B and 18F of the Local Government (Administration) Regulations 1996; and*
4. *Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Corrigin.*

8.2.4 HW GAYFER – DOG CEMETERY MEMORANDUM OF UNDERSTANDING

Applicant:	Shire of Corrigin
Date:	11/07/2024
Reporting Officer:	Regan Chester, Administration Officer
Disclosure of Interest:	NIL
File Ref:	Leases and Agreements Register
Attachment Ref:	Attachment 8.2.4 - Memorandum of Understanding

SUMMARY

Council is asked to consider the Memorandum of Understanding with Harry (Aaron) Walter Gayfer and the Shire of Corrigin in relation to the care of a portion of the southeast corner of Lot 19654 Brookton-Corrigin Road, Corrigin for the purpose of the community Dog Cemetery.

BACKGROUND

The Shire took over management of the Corrigin Dog Cemetery on request from the Tidy Towns Committee some years ago. The Dog Cemetery has been managed by various individuals and groups since it was first established in 1974 when local identity and return serviceman, Paddy Wright buried his dog "Strike" there with a headstone signifying the resting place of his faithful dog. Years later in 1983 another local, the late Alan Henderson, also buried his dog there and built a tombstone to recognise his dog's devotion to their family. As more dogs were buried there the neighbouring farmer agreed to allow the cemetery to encroach on a small part of his land.

To allow for further expansion of the cemetery, Harry Gayfer (Harry) gifted a portion of his family property which runs along the west side of Jose Road reserve to the Shire for the explicit purpose of the expansion of the Dog Cemetery. Whilst the land in question was fenced it was discovered that this arrangement was not formalised at the time and therefore has been no legal transfer of the land to the Shire of Corrigin.

The current Memorandum of Understanding was signed on 23 August 2019.

COMMENT

The eastern portion of Jose Road Reserve is now completely full, and the western portion is to be used to allow further burials.

Harry Gayfer (Aaron), now the legal owner, has been approached to ensure the agreement for the land gifted to the shire by his father Harry is still acceptable. It has been mutually agreed that the Memorandum of Understanding (MoU) would be reviewed and re-signed by both parties to ensure progression of the Dog Cemetery continues.

The Dog Cemetery MoU was originally agreed to be reviewed every 5 years and is now due for renewal. A draft MoU has been prepared and is attached for Council consideration. Aaron has received a copy of the draft MoU and would like to continue with the same contents of the previous MoU with one minor adjustment; Aaron would like to extend the review period to 10 years as opposed to 5 years.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles	3.2.1	Manage and maintain the Council's park, gardens and open space at appropriate service levels and standards.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorses the Memorandum of Understanding between the Shire of Corrigin and Harry Walter Gayfer.*
- 2. Authorise the CEO to execute the agreement on Council's behalf.*

8.2.5 PROPOSED CHANGE TO WATER CORPORATION RESERVE

Applicant:	Department Planning, Lands and Heritage
Date:	9/07/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	WS.0010, PR.0015
Attachment Ref:	NIL

SUMMARY

Council is asked to provide comment on the request from the Department Planning, Lands and Heritage for Water Corporation Management Order of Reserve 29042 in the Shire of Corrigin.

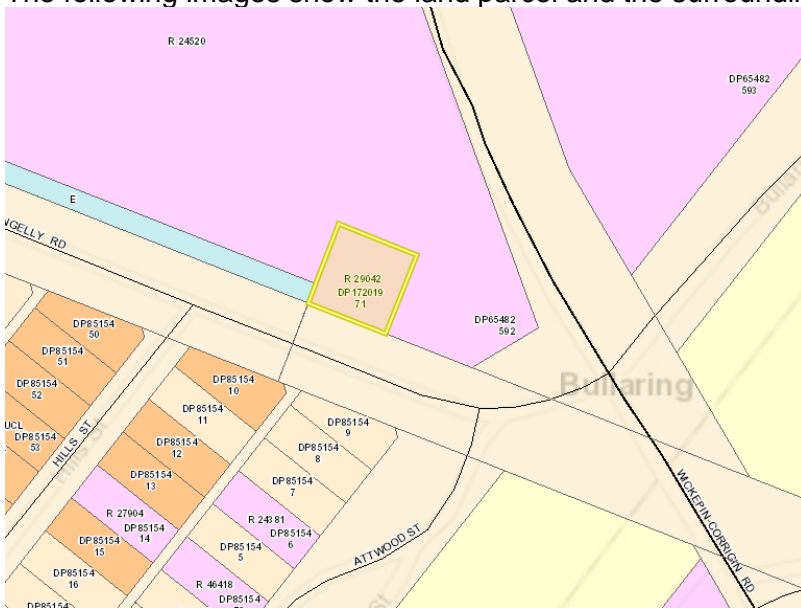
BACKGROUND

The Department Planning, Land and Heritage (DPLH) has received a request from the Water Corporation seeking to obtain the care, control and management of Reserve 29042 for which they are currently the responsible agency only.

The DPLH proposes to grant a Management Order to Water Corporation for Reserve 29042 being Lot 71 on Deposited Plan 172019 for the purpose of Water Supply pursuant to section 46 of the *Land Administration Act 1997*.

The reserve located at 6 Pingelly Bullaring Road Bullaring and is near the intersection of Pingelly Bullaring Road and the Wickepin Corrigin Road.

The following images show the land parcel and the surrounding area for context.





COMMENT

An easement connects Water Supply Reserve with Reserve 50889 approximately 700 metres west of Reserve 29042.

Reserve 24520 surrounds the two water supply reserves and is vested in the Shire of Corrigin for the purpose of a golf course.

The Water Corporation is currently registered as the responsible agency as such the reserve can be vested or managed by another entity whereas a Management Order is registered on title as a Primary Interest Holder in lieu of the State of Western Australia.

The proposed change to the reserve has no greater impact on the usage of the reserve and will not impact on shire managed reserves, roads or infrastructure assets adjacent to the reserve.

In accordance with section 14 of the *Land Administration Act* the DPLH requests comment from Council regarding to the proposed change of Reserve 29042.

STATUTORY ENVIRONMENT

Land Administration Act 1997

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	3.5.3	Work in collaboration with groups and organisations to deliver projects and programs that promote and protect the district’s natural resources as well as agricultural industry.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council advise the Department Planning, Lands and Heritage that it has no objections to the proposed Management Order being issued to Water Corporation over Reserve 29042 being Lot 71 on Deposited Plan 172019 for the purpose of Water Supply.

8.2.6 CENTRAL COUNTRY ZONE MOTION – CLEARING PERMITS

Applicant:	Shire of Corrigin
Date:	11/07/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Discussion Paper - Clearing Permit Issues and Challenges for Local Governments in Wheatbelt Region

SUMMARY

Council is asked to consider proposed recommendations to the WALGA Central Country Zone.

BACKGROUND

The CEO has prepared a discussion paper outlining the key challenges identified by the Shire of Corrigin in relation to clearing permit CPS 9403/1 granted under section 51 E of the *Environmental Protection Act 1986* and offers some practical solutions to simplify the compliance requirements and reduce the costs to local government.

COMMENT

It is recommended that Council submit the draft proposals outlined in the discussion paper to the next WALGA Central Country Zone meeting for further discussion with local governments.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The costs associated with obtaining clearing permits and complying with the reporting conditions are a significant imposition on local government finances.

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
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council submit the following draft proposals to the next WALGA Central Country Zone and work with local governments to advocate for:

- 1. Amendment of the Environmental Protection Act 1986 and associated Regulations to exempt the extension, widening or realignment of an existing regional or local distributor road from requiring a clearing permit for permitted purpose of road safety. Major projects involving clearing outside the agreed clear zone such as major road corridor realignment, additional lanes or minor local road may still require clearing permit.*
- 2. The development of an approved policy as described in the Environmental Protection Act 1986 Schedule 6 2 (v) permitting clearing of all hazards in the clear zone or within 8 metres of the centre line on regional and local distributor roads based on the road safety principles and Austroads Guide to Road Design.*
- 3. The Department Water and Environmental Regulation (DWER) to implement changes to the standard clearing permit conditions to remove unnecessary red tape and compliance cost burden on local government based on a perceived risk by a third party rather than evidence of actual non compliance of revegetation by the permit holder.*
- 4. Simplification of the clearing permit process to clarifying ambiguous terms and provide clearer guidelines to enhance understanding and compliance with conditions while maintaining high environmental standards.*
- 5. A whole landscape approach to maintaining habitat for black cockatoos including management of crown reserves, bush fire prevention and salinity control.*

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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 20 August 2024.

16 MEETING CLOSURE