



A G E N D A

ORDINARY COUNCIL MEETING

16 April 2024

Notice of Meeting

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

Order of Business

11:30am – 12:30pm	Councillors Group and Individual Photos
12.30pm – 1.00pm	Lunch
1.00pm – 2.30pm	Discussion Forum
2.30pm – 3.00pm	Afternoon Tea
3.00pm –	Council Meeting
~ 4:30pm	Long Term Financial Plan for Budgeting Refresher Training

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 April 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 would like to acknowledge the Noongar people as the traditional custodians of the land and pay our respects to their elders past and present as well as the pioneering families who shaped the Corrigin area in 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 William Matthews has 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 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).

OFFICERS RECOMMENDATION

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.

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).

OFFICER'S RECOMMENDATION

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).

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

OFFICER'S RECOMMENDATION

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***

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>Cash at Bank 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>Capital Acquisitions 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>Receivables 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>Closing Funding Surplus/(Deficit) 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 February 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 31 March 2024 as presented, along with notes of any material variances.

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:	Confidential 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.

OFFICER'S RECOMMENDATION

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

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

COMMITTEE RECOMMENDATION

Resolution to be added by Council.

OFFICER’S RECOMMENDATION

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

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 a 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 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

OFFICER'S RECOMMENDATION

That Council:

- 1. 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.*
- 2. Accepts the application from the Corrigin Triathlon in partnership with the Corrigin P&C and considers a provision of \$_____ towards the traffic management for the 2025 Corrigin Triathlon event in the 2024/2025 budget.*

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

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

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