



A G E N D A

ORDINARY COUNCIL MEETING

20 February 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 20 February 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

12.30pm – 1.00pm	Lunch
1.00pm – 2.30pm	Discussion Forum
2.30pm – 3.00pm	Afternoon Tea
3.00pm	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
15 February 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 Phyllis Praetz, John Madgen, Dennis Corby, Margaret Baker (Bell) and Allan Due 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 AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 December 2023 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 December 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 ANNUAL ELECTORS MEETING

Minutes of the Annual Electors meeting held on Tuesday 6 February 2024 (Attachment 7.2.1).

OFFICERS RECOMMENDATION

That the minutes of the Annual Electors meeting held on Tuesday 6 February 2024 be received.

7.2.2 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 12 February 2024 (Attachment 7.2.2).

OFFICERS RECOMMENDATION

That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 12 February 2024 (Attachment 7.2.2).

7.2.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of the Local Emergency Management Committee meeting held on Monday 12 February 2024 (Attachment 7.2.3).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 12 February 2024 (Attachment 7.2.3).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	14/02/2024
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1.1 – Accounts for Payment – December 2023 Attachment 8.1.1.2 – Accounts for Payment – January 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 Months of December 2023 and January 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 months of December 2023 and January 2024 as per the attached Schedules of Payment, and as summarised below:

December 2023

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

Cheque Payments	020974	\$9,090.77
EFT Payments	EFT19478 - EFT19621	\$1,735,083.99
Direct Debit Payments		\$109,290.87
EFT Payroll Payments		\$139,210.16
Total Municipal Account Payments		\$1,992,675.79

Licensing Trust Account

Direct Debit Payments		\$39,892.65
Total Licensing Trust Account Payments		\$39,892.65

Total of all Accounts **\$2,032,568.44**

January 2024

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

Cheque Payments	020975 - 20976	\$31,501.53
EFT Payments	EFT19622 – EFT19674	\$580,396.63
Direct Debit Payments		\$40,025.37
EFT Payroll Payments		\$137,515.68
Total Municipal Account Payments		\$789,439.21

Trust Account

EFT Payments	EFT19653, EFT19669 - EFT19670	\$2,061.35
Total Trust Account Payments		\$2,061.35

Licensing Trust Account

Direct Debit Payments		\$40,085.30
Total Licensing Trust Account Payments		\$40,085.30

8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/02/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2.1 – Monthly Financial Report for the period ending 31 December 2023 Attachment 8.1.2.2 – Monthly Financial Report for the period ending 31 January 2024

SUMMARY

This report provides Council with the monthly financial reports for the months ending 31 December 2023 and 31 January 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

December 2023	Reference
<ul style="list-style-type: none"> Cash at Bank The shires total cash as at 31 December 2023 was \$7,881,140. This is composed of \$370,523 municipal funds (Municipal Bank Account and various till floats), \$2,289,682 in short term investment and \$5,220,936 in reserve funds. 	Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts
<ul style="list-style-type: none"> Capital Acquisitions The capital budget is approximately 40% complete at the 31 December 2023. 	Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets
<ul style="list-style-type: none"> Receivables Rates outstanding is \$237,814. 92.3% of rates have been collected for the year compared to 90.9% in December 2022. 	Page 14 – Receivables
<ul style="list-style-type: none"> Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$3,001,142 which is composed of \$8,977,237 Current Assets less \$672,900 Current Liabilities less \$5,303,195 Adjustments to Net Current Assets. 	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

January 2024	Reference
<ul style="list-style-type: none"> Cash at Bank The shires total cash as at 31 January 2024 was \$7,844,755. This is composed of \$625,776 municipal funds (Municipal Bank Account and various till floats), \$1,998,044 in short term investment and \$5,220,936 in reserve funds. 	<p>Page 9 – Cash and Financial Assets</p> <p>Page 10 – Reserve Accounts</p>
<ul style="list-style-type: none"> Capital Acquisitions The capital budget is approximately 42% complete. Land and Buildings - the remaining projects are in the process of having engaged a contractor or are awaiting request for quote responses. Furniture and Equipment – Quotes for the gym equipment and security access are being evaluated. Plant and Equipment – The replacement bus will arrive mid-February, still no delivery date for the Jetpatcher, and the Manager of Works and Services vehicle is due to arrive in April 2024. Roads – Projects are on schedule. Footpaths – The new footpath construction is scheduled to commence in March. Other – Air Strip Upgrade is currently out for quotation; the swimming pool expansion joints are scheduled for replacement at the end of the summer season. 	<p>Page 11 – Capital Acquisitions</p> <p>Page 12 – Capital Acquisitions Continued</p> <p>Page 13 – Disposal of Assets</p>
<ul style="list-style-type: none"> Receivables Rates outstanding is \$157,769. 94.9% of rates have been collected for the year compared to 92.9% in January 2023. 	<p>Page 14 – Receivables</p>
<ul style="list-style-type: none"> Closing Funding Surplus/(Deficit) YTD actual closing balance is \$2,425,851 which is composed of \$8,349,910 Current Assets <i>less</i> \$620,864 Current Liabilities <i>less</i> \$5,303,195 Adjustments to Net Current Assets. 	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

Further information on the December and January 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 months ending 31 December 2023 and 31 January 2024 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 2023/2024 BUDGET REVIEW

Applicant:	Shire of Corrigin
Date:	15/02/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0338
Attachment Ref:	Attachment 8.2.1.1– 2023/2024 Budget Review Attachment 8.2.1.2– 2023/2024 Informing Documents Attachment 8.2.1.3 – 2023/2024 Schedule of Fees and Charges

SUMMARY

The purpose of this report is to consider the Shire's financial position as at 31 January 2024 and performance for the period 1 July 2022 to 31 January 2024 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

BACKGROUND

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2023 to 31 January 2024 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is presented for council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels which have been reported for the budget review, have utilised the same materiality levels as month financial reporting to determine the extent of explanation and are based on a materiality level of 10% and a \$10,000 minimum as adopted by Council and are based upon management judgement where explanations are considered appropriate.

COMMENT

The budget review report includes at Note 4 a summary of predicted variances by nature and type activities contained within the Statement of Financial Activity, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g., where a project is likely to be delayed).

Following completion of the budget review and to properly consider the impact of estimated projections as at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments have been included in Note 1 of the attached informing documents for information.

STATUTORY ENVIRONMENT

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following —*
 - i. *the annual budget adopted by the local government;*
 - ii. *an update of each of the estimates included in the annual budget;*

- iii. the actual amounts of expenditure, revenue and income as at the date of the review;*
 - iv. adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.*
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
Absolute majority required.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Section 6.8(1)(b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

POLICY IMPLICATIONS

2.10 Annual Budget Preparation

FINANCIAL IMPLICATIONS

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the attachments.

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
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

OFFICER'S RECOMMENDATION

That Council

1. *Adopt the 2023/2024 midyear budget review as provided in Attachment 8.2.1.1*
2. *Pursuant to section 6.16 and section 6.19 of the Local Government Act 1995 adopt the revised Schedule of Fees and Charges for the 2023/2024 financial year effective as of 20 February 2024.*
3. *Forward the adopted 2023/2024 midyear budget review to the Department of Local Government, Sport & Cultural Industries in accordance with the Local Government (Financial Management) Regulations 1996.*

8.2.2 P&C LADIES DAY SPONSORSHIP REQUEST

Applicant:	Shire of Corrigin
Date:	30/01/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 – P & C Ladies Day Sponsorship

SUMMARY

Council has received a request from the Corrigin District High School Parents and Citizens Committee (P & C) to waive the Corrigin Recreation and Events Centre (CREC) hire fees for the 2024 Ladies Day.

BACKGROUND

The P&C Ladies Day Committee wrote to the shire requesting that the CREC hire fees for the P & C Ladies Day on 23 March 2024 be waived.

The P & C have been hosting the Ladies Day fundraising event since 2020 to raise funds for resources for the school. The objective of the annual event is to support and empower women in the wheatbelt.

In 2018 the P & C were awarded the Rockview cropping lease for a two-year term with an option to extend for a third year for the purpose of fundraising for a new basketball court. In 2020. Council agreed to extend the contract for the optional third year with a variation to the original purpose of the funding.

In the 2021 the P & C applied for the Community Grant Program requesting Council to consider contributing \$9,154 towards the 2022 Ladies Day. Council carefully considered the request and took into consideration the discounted hire fees of the facility for community groups as per the fees and charges, the income made from the lease of Rockview, the income from ticket sales for the event and other fundraising sales income held throughout the year and passed the following motion:

Resolution (57/2021)

That Council advise the Corrigin P&C that the application for funding towards the 2022 Ladies Lunch has been declined due to having the lease of the Rockview cropping land.

The 2023/2024 Community Assistance Program was advertised to the community in the March and April 2023 Shire Newsletter and Windmill News as well as emailed to all individual community groups. An application from the Corrigin Triathlon in partnership with the P & C was approved at the Ordinary Meeting of Council on 16 May 2023 with the following resolution was passed:

Resolution 57/2023

That Council:

- 1. Accepts the application from the Corrigin Triathlon in partnership with the Corrigin P&C and considers a provision of \$4,521 towards the traffic management on the day of the event in the 2023/2024 budget.*

The requested amount of \$4,521 was subsequently included in the 2023/2024 Annual Budget adopted at the Ordinary Meeting of Council on 18 July 2023.

The Community Assistance Program application package states on page 6 of the application that venue hire for community organisations is at a reduced rate as per the annual fees and charges. Further reductions or waivers are at the discretion of the Chief Executive Officer or Council on a

case-by-case basis, and it is not necessary to apply for these through the Community Assistance Program.

COMMENT

The shire's 2023/2024 Schedule of Fees and Charges as adopted with the Annual Budget contain discounted hire of public buildings for community groups, clubs, and schools. The current fees and charges are on the shire's website:

<https://www.corrigin.wa.gov.au/documents/1470/fees-and-charges-2023-2024>

The Shire of Corrigin will provide in-kind support for the 2024 Ladies Day event such as assistance with laying out and packing up the carpet.

The minutes of the P & C Ladies Day Committee meeting are included at Attachment 8.2.2 and outline the event budget. The event is expected to make a profit based on the projected ticket sales, donations and sponsorship.

The details of the proposed projects or equipment that are to be funded from the Ladies Day fundraiser are very limited.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.16

Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
 - (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

Local Government Act 1995, Section 6.17.

Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 - (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96; or*

- (b) *under section 6.16(2)(d); or*
- (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

Local Government Act 1995, Section 6.12

Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
 - (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

POLICY IMPLICATIONS

Policy 6.3 – Corrigin Recreation and Events Centre – Hire

Policy 2.10 – Annual Budget Preparation

Policy 2.11 – Community Assistance Program

Delegation 1.2.14 – Defer, Grant Discounts, Waive or Write Off Debts.

FINANCIAL IMPLICATIONS

The 2023/2024 Annual Budget includes provision for a community assistance grant of \$4,521 to the Corrigin P&C for the Corrigin Triathlon.

The P&C Ladies Day Committee booking for the CREC and sports court for three full days would incur the following fees and charges:

- Kitchen, function room at \$260 per day
- Full day set up \$200
- Full day pack up \$200
- Indoor court \$200 per day

The waiving of the CREC hire fees will result in a loss of revenue of \$860.

The regular CREC booking for Thursday has had to be cancelled to accommodate this event resulting in a small loss in revenue.

The P&C fee for the event in 2020 was discounted to \$760 based on a reduction in the number of hours charged for set up and pack up.

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
1.3	Support and help facilitate community events and inclusive initiatives	1.3.1	Collaborate with the Community Resource Centre (CRC) and local groups to deliver community events and initiatives that are diverse and inclusive to local needs

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council advise the Corrigin District High School Parents and Citizens Committee (P & C) that the Corrigin Recreation and Events Centre hire fees for the 2024 Ladies Day Event to be held on 23 March 2024 be discounted to \$760.00.

8.2.3 CHANGE OF PURPOSE – BENDERING TIP RESERVE

Applicant:	Shire of Corrigin
Date:	12/02/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	Financial Management
Attachment Ref:	NIL

SUMMARY

Council is requested to endorse the change of purpose of the Bending Tip Reserve Fund to include payment of rehabilitation expenses.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin, and Narembeen jointly own 64 hectares of freehold land in the Shire of Kondinin for the Bending Landfill Site.

The Bending Landfill Management Plan was endorsed by Roe Regional Organisation of Councils (ROC), and member shires, in July 2022. The Plan provides the member shires with clear direction on operations and works required to facilitate the future development and rehabilitation of the landfill in accordance with the Western Australia Environmental Protection (Rural Landfill) Regulations, 2002, (Rural Landfill Guidelines).

The estimated life of the landfill site is approximately 100 years depending on the volume of waste and implementation of waste reduction strategies.

During the end of financial year audit the Shire of Corrigin auditors noted that the purpose of the Bending Tip Reserve does not clearly state that it can be used to fund future rehabilitation costs of the tip.

It is recommended that Council further define the stated purpose of the reserve to maintain compliance when utilising the reserve funds for rehabilitation purposes of the Bending Tip.

The purpose of the Bending Tip Reserve currently states:

“To be used for the continual upgrade and expansion of the Bending Tip Site.”

It is proposed that the purpose be changed to say:

“To be used for the continual upgrade, expansion, and rehabilitation of the Bending Tip Site”

At the Ordinary Meeting of Council on 19 December 2023 Council passed the following motion:

Council Resolution 163/2023

That Council:

1. *Request the CEO, in accordance with section 6.11(2) of the Local Government Act 1995, to give local public notice of the proposed change of purpose of the Bending Tip Reserve Fund for the period 20 December 2023 to 9 February 2024*
2. *The purpose of the Bending Tip Reserve be advertised as “To be used for the continual upgrade, expansion, and rehabilitation of the Bending Tip Site”.*

COMMENT

The Bending Tip Reserve has been in place since the adoption of the 2016/2017 annual budget and holds the funds set aside for the Shire of Corrigin's 25% share of any future upgrades, expansion and rehabilitation of the Bending Tip.

Changing the stated purpose of the reserve will provide additional clarification and be more transparent about the intended use of the funds.

The Shire publicly notified the community of the intent to change the purpose between 20 December 2023 and 9 February 2024. No submissions or comments were received.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.11

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.*

**Absolute majority required.*

Local Government (Financial Management) Regulations 1996, Part 17

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
 - (a) *in the information required by regulations 27(g) and 38, by its full title; and*
 - (b) *otherwise, by its full title or by an abbreviation of that title.*

POLICY IMPLICATIONS

Policy 6.11 – Community Engagement Policy

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	4.4.3	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
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

OFFICER'S RECOMMENDATION

That Council:

- In accordance with section 6.11 of the Local Government Act 1995 adopts the change of purpose of the Bendering Tip Reserve to "To be used for the continual upgrade, expansion, and rehabilitation of the Bendering Tip Site".*

8.2.4 VISION CHRISTIAN MEDIA – HOSTING AGREEMENT RENEWAL

Applicant:	United Christian Broadcasters Australia Ltd trading as Vision Christian Media
Date:	16/01/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	A2199
Attachment Ref:	Attachment 8.2.4 – Draft Host Site Agreement

SUMMARY

This item relates to renewing the Host Site Agreement between the Shire and United Christian Broadcasters Australia trading as Vision Christian Media (Vision Christian Media) for the existing radio transmission equipment installed at the Telstra CDMA tower at Lot 4 Camm Street.

BACKGROUND

The Shire has received correspondence from Vision Christian Media seeking to renew the tenure arrangement for the existing Vision Christian Media – Corrigin 88.0FM WA equipment sited on the Telstra mast at 4 Camm Street.

An application was presented at the Ordinary Council meeting on 13 June 2001 and permission was granted to affix a small antennae and satellite dish to the bushfire radio mast. The permission was conditional on existing facilities such as radio mast, CDMA reception and bush fire network not being adversely affected and noted that Vision Christian Media would be asked to remove the equipment if any problems occurred.

The agreement was endorsed for renewal by Council at the Ordinary Meeting of Council on 18 September 2018 with the following resolution:

Council Resolution 161/2018

That Council endorse the Host Site Agreement with United Christian Broadcasters Australia Ltd for the existing radio transmission equipment at Lot 4 Camm Street as provided as attachment 8.2.3, subject to the insertion of an additional provision requiring Vision to lodge written evidence of Public Liability Insurance to a minimum cover of \$10 million dollars each year to the Shire of Corrigin.

A draft renewal agreement prepared by Vision Christian Media is presented containing the existing conditions as per the previously signed agreement:

- A no cost rental agreement in favour of United Christian Broadcasters Australia.
- The Shire being indemnified in relation to the installation, use and maintenance of the United Christian Broadcasters Australia's equipment.
- The Shire covering the cost of electricity, which would be negligible.
- The Shire agreeing to allow access to the site for United Christian Broadcasters Australia subject to reasonable notice being given.
- Vision Christian Media agrees to provide written evidence of Public Liability Insurance with a minimum cover of \$20 million per year.
- A 5-year period, with possible extension
- The ability to terminate the lease with notice period of 3 months.
- The United Christian Broadcasters Australia being responsible for their own Workplace Health and Safety standards, appropriate training, and certificates.
- The United Christian Broadcasters Australia being responsible to restore the site as far as practical to its original condition.

A copy of the draft agreement is provided as Attachment 8.2.1 – Draft Host Site Agreement.

COMMENT

The equipment has been in place for many years and the draft agreement will continue to ensure the arrangement is formalised.

The draft agreement is considered adequate and consistent with the previous conditions passed by Council.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost to the shire of the electricity is minimal and immaterial.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Economic

A strong, diverse economy supporting agriculture, local business, and attracting new industry.

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future.

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

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

1. Endorse the Draft Host Site Agreement with United Christian Broadcasters Australia Ltd trading as Vision Christian Media as presented in Attachment 8.2.1 – Draft Host Site Agreement.
2. Authorise the Chief Executive Officer to execute the Host Site Agreement on behalf of the Shire of Corrigin.

8.2.5 DISPOSAL OF PROPERTY – LEASE COMMUNITY GYM

Applicant:	Shire of Corrigin
Date:	1/02/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0104
Attachment Ref:	NIL

SUMMARY

Council is asked to authorise the disposal of 17 Hill Street by way of a lease for the purpose of a community gym.

BACKGROUND

The Shire of Corrigin purchased the former Jehovah's Witness Hall in December 2023 to set up a community gym. The building is approved as a public building and is structurally sound, carpeted and airconditioned and has compliant disabled access.

The establishment of a gym would also enhance the social wellbeing of the community. It is expected that most users would be individuals and sporting clubs as well as contractors staying in town.

The Shire of Corrigin has made allowance in the 2023/24 budget for the purchase of gym equipment and card entry system. Gym equipment and assets purchased by the Shire of Corrigin would remain in the ownership of the Shire.

Leasing the operation and overall management of the gym to a third party provides the most effective method of ensuring a high quality of service is provided to the community. The lessee would be responsible for the overall management of the building and gym service including administration, memberships, inductions, out of hours call outs, cleaning, building maintenance and utilities costs.

Expressions of interest will be called for the lease of the gym in February 2024. Potential lessees will be notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before the offer can be signed.

The Valuer General provided a gross rental value for the property of \$5,160 based on residential use class.

COMMENT

The focus on health and wellbeing has seen a growth in the fitness industry over the past decade. Many regional shires provide community gyms that are accessible 24/7 with affordable membership rates.

There is well documented research that regular exercise can help to reduce heart disease and stroke, high blood pressure, non-insulin dependent diabetes, obesity, back pain, osteoporosis, and better manage stress.

The gym provides an opportunity to capitalise on the focus on health and wellbeing services that featured as a high priority in the 2021 Community Survey that was completed by 266 participants. The high priority placed on health services and facilities was confirmed in the Shire of Corrigin Public Health Plan as endorsed by Council in 2022 which indicated a need for facilities for improving health.

It is recommended that the annual lease of \$1,000 per annum be offered to the lessee which is consistent with other commercial such as the Caravan Park and Red Cross building. A 50% discount for the 2024/25 financial year is considered reasonable during the establishment of the service.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. *Disposing of property*

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations

30. *Dispositions of property excluded from Act s. 3.58*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of preparing the lease agreement is estimated to be \$1,000.

Income from the lease of the Corrigin Gym will be included in the 2024/25. Expenditure for the purchase of gym equipment, initial set up costs and signage will be met by the Shire of Corrigin. Ongoing operating costs such as waste disposal, CCTV and swipe card access system and pest control will be included in future budget estimates.

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
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyles	3.2.5	Forward plan with key stakeholders for the enhancement of the CBD

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Authorise the Chief Executive to enter into a lease for the building at 17 Hill Street Corrigin for the purpose of a community gym for a term of three years with an option for an additional three years at the discretion of the Chief Executive Officer based on:*
 - a) *an annual lease payment of \$1,000 (excluding GST) per annum, discounted by 50% for the 2024/25 financial year;*
 - b) *a CPI rent review clause; and*
 - c) *provisions for cleaning, maintenance and repair of the premises and utility charges.*

2. *Authorises the Chief Executive Officer to give local public notice of its intention to dispose of the property at 17 Hill Street Corrigin (Corrigin Community Gym) by way of a lease agreement and consider submissions in accordance with section 3.58 of the Local Government Act 1995.*

3. *Authorise the Chief Executive Officer execute the lease documents on behalf of the Shire of Corrigin*

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 19 March 2024.

16 MEETING CLOSURE