



A G E N D A

ORDINARY COUNCIL MEETING
21 December 2021

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 21 December 2021 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

11.30am – 1.00pm – Councillor Christmas Lunch – Corrigin Hotel

1.00pm – 2.30pm - Discussion Forum

2.30pm – 3.00pm - Afternoon Tea

3.00pm - Council Meeting

7.00pm – Christmas Lights Competition judging

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



Natalie Manton
Chief Executive Officer
16 December 2021

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. Therefore 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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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

APOLOGIES

NIL

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 not been notified of any deaths since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The following petition was delivered to the Shire of Corrigin on 17 November 2021

Corrigin Gym Petition -The Residents and Ratepayers of Corrigin Shire would like Council to consider the development and building of a 24/7 gymnasium within the town of Corrigin. It is believed this could be achieved through grants, rates and fund raising (community cropping program.)

A gym will:

1. Promote both physical and mental wellbeing.
2. Combat obesity.
3. Enhance our excellent sporting facilities.
4. Further promote Corrigin as a place to live.
5. Bring Corrigin into line with other shire's facilities (Narembeen, Bruce Rock, Pingelly, and others.)
6. Able to be used all year around to promote healthy living for all.

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 also of the requirement to disclose an interest affecting impartiality under the Shire of Corrigin Code of Conduct.

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 November 2021 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 November 2021 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION

That the minutes of the Audit and Risk Management Committee meeting held on Monday 29 November 2021 be received.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/12/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – November 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to all accounts for the previous month.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for which money or other benefits may be obtained.

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of November 2021 are provided as Attachment 8.1.2 – Accounts for Payment – November 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$2,627.10.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16813 - 16815, 16818 - 16938	\$687,792.29	
	Cheque	020678 - 020689	\$25,317.44	
	Direct Debit	November 2021	\$30,058.16	
	Payroll	November 2021	\$131,267.60	\$874,435.49
Trust	EFT	16816 - 16817, 16939 - 16940	\$4,040.40	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$4,040.40
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	November 2021	\$32,081.25	\$32,081.25
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Total Payments for the Month of November 2021				\$910,557.14

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – November 2021, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal, Trust, ES Trust and Licensing	EFT	EFT16812	EFT16813
Municipal	Cheque	020677	020678
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021 / 2022 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 reviews the list of accounts paid and acknowledges that payments totalling \$910,557.14 have been made during the month of November 2021.

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards October 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 September 2021 to 28 October 2021.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

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.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin corporate credit cards.

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident, and all areas of compliance have been met.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/2022 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 (LTFP) 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 in accordance with Attachment 8.1.2 endorse credit card payments for the period 29 September 2021 to 28 October 2021 for \$2,258.04.

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	14 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 30 November 2021

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 November 2021.

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

November closed with \$909,181 in the municipal fund, \$2.47m still in short term investment. The advanced grant funding received prior to the end of financial year is still in reserves as the steady cash flow has meant the Shire haven't had to utilise the funds yet.

The outstanding rates balance is \$402,963. The opening balance at the start of the financial year was \$149,288, this has been reduced to \$79,404 due to receiving a large payment towards a long outstanding rates debt. Rates collection to date is at 86.2% compared to 84% in November 2020.

Further information on the November financial position is in the variance report included in the monthly financial reports.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 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 accept the Statement of Financial Activity for the month ending 30 November 2021 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 REQUEST FOR EXEMPTION TO REQUIREMENT FOR DEVELOPMENT APPROVAL – ADDITIONAL PROPOSED EMERGENCY GRAIN STORAGE INFRASTRUCTURE

Applicant:	Co-Operative Bulk Handling Limited
Landowner:	Co-Operative Bulk Handling Limited
Location:	Lot 21 (No.70) Corrigin South Road, Corrigin
Date:	16 December 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	TBC
Attachment Reference:	Attachment 8.2.1 – Copy of CBH's Submission

SUMMARY

This report recommends that Council resolve to conditionally support a written request from Co-Operative Bulk Handling Limited (CBH) (Landowner) to waive the requirement for development approval for the temporary construction and use of additional emergency grain storage infrastructure on portion of Lot 21 (No.70) Corrigin South Road, Corrigin.

BACKGROUND & COMMENT

CBH have submitted a written request to the Shire seeking approval to an exemption to the need for Council's development approval for the temporary construction and use of additional emergency grain storage infrastructure on portion of Lot 21 (No.70) Corrigin South Road, Corrigin until 20 July 2022.



Location & Lot Configuration Plan (Source: Landgate 2021)

With the highly favourable growing conditions in the Wheatbelt region this season, CBH are in the midst of a record breaking harvest and require additional storage infrastructure across some of its grain handling and receival facilities to accommodate the high volumes of grain, including its facility in Corrigin.

On 20 July 2021 Council supported and approved a request from CBH to waive the requirement for development approval for the temporary construction and use of emergency grain storage infrastructure on Lot 20 on DP 41206 and Lot 21 (No.70) Corrigin South Road, Corrigin for a 12 month period from the date of Council's decision. That approval allowed for the temporary storage of up to 40,610 tonnes of grain.

It is understood additional storage capacity is now required that was not foreseen by CBH when it submitted its original request in July. Under the terms of the latest submission received (see Attachment 8.2.1) an additional 25,000 tonnes of grain is proposed to be stored on Lot 21 on a new hardstand area to be constructed immediately south of the temporary storage infrastructure authorised by Council in July.

It is important to note CBH are currently planning a large scale expansion of its grain handling and storage facilities on Lots 20 and 21 to accommodate its long term needs. A significant amount of planning has already been completed with CBH committed to ensuring all necessary regulatory approvals are sought and obtained. This is however taking a bit of time with the proposed works unable to be completed in time for this year's harvest. As such, CBH have undertaken and are now proposing to undertake additional smaller scale temporary works in the same general location on both lots to provide additional grain storage infrastructure to meet current demand and satisfy grower needs.

Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides an exemption to the need for development approval for temporary works and uses where they are in existence for less than 48 hours, or a longer period agreed by a local government, in any twelve (12) month period.

Having regard for:

- i) CBH's future long term intentions for Lots 20 and 21 and their demonstrated commitment to ensuring all necessary regulatory approvals are sought and obtained to develop and use the land for grain handling and storage purposes;
- ii) The urgent need for the additional proposed temporary works and use of Lot 21 for emergency storage purposes to accommodate the anticipated demand arising from this year's grain harvest which will be of significant benefit to local growers;
- iii) The minimal impact the proposed temporary works and use of Lot 21 will have on the natural environment and rural amenity of the immediate locality given the land's location and physical characteristics; and
- iv) The findings from a previous Traffic Impact Statement prepared by suitably qualified engineers which confirms:
 - a) the estimated additional heavy vehicle traffic volumes likely to be generated by the proposed development of Lots 20 and 21 for emergency storage purposes can be accommodated within the capacity of the adjacent road network;
 - b) the additional heavy vehicle traffic generated by the proposed development is unlikely to increase the likelihood of vehicle crashes to unacceptable levels;
 - c) the sealed widths of the surrounding road are equal to or above the minimum road width for their relative restricted access vehicle (RAV) categories; and
 - d) safer intersection sight distances and heavy vehicle turning movements can be achieved at the existing main entry point to CBH's entire facility as part of the proposed development by removing or trimming some trees to the south of the main

entry or modifying the speed zone on Corrigin South Road and undertaking minor widening works at the main entry point, some of which may need to be approved by the Department of Water and Environmental Regulation, Main Roads WA and/or the Shire through separate regulatory processes, it is recommended that Council support CBH's request for an exemption to the need for development approval in this particular instance subject to the installation of Variable Message Sign Boards containing the following messages 200 metres either side of the main entry to the facility along Corrigin South Road until all the grain stored in the temporary storage infrastructure has been out-loaded in its entirety:

Screen 1:
**TRUCKS
ENTERING**

Screen 2:
**PROCEED
WITH
CAUTION**

This condition is recommended as CBH has not yet addressed the recommendations in the Traffic Impact Statement referred to above, specifically the removal or trimming some trees south of the facility's main entry or modifications to the speed zone on Corrigin South Road, and minor widening works at the main entry point.

Given that an additional 25,000 tonnes of storage capacity is proposed, which is more than 50% of what was originally approved by Council in July, and the fact the works associated with the more permanent development are unlikely to proceed until well into next year, it is now considered essential that the potential traffic safety risks associated with the intensification of development arising from the temporary proposal, including heavy vehicle traffic movements, is suitably addressed for the term of any approval granted.

Council should note this proposed condition has been the subject of discussion with CBH which has agreed to install the signage recommended above to address the potential traffic safety risk.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

Nil

PUBLIC CONSULTATION

Not required or deemed necessary.

FINANCIAL IMPLICATIONS

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by CBH.

STRATEGIC IMPLICATIONS

The proposal for Lot 21 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment.*
- *Leadership Objective - Strong governance and leadership;*
- *Leadership Outcome 4.1 - A strategically focussed, dynamic Council serving the community.*

VOTING REQUIREMENTS

Simple majority required.

RECOMMENDATION

That Council support and approve Co-Operative Bulk Handling Limited's request to waive the requirement for development approval for the temporary construction and use of additional emergency grain storage infrastructure on Lot 21 (No.70) Corrigin South Road, Corrigin comprising a total capacity of 25,000 tonnes until 20 July 2022 subject to the following condition:

- 1. The applicant/landowner shall, at its own cost and prior to occupation and use of the additional storage infrastructure, install Variable Message Sign Boards containing the following messages 200 metres either side of the main entry to the facility along Corrigin South Road until all the grain stored in all the temporary storage infrastructure authorised by Council has been out-loaded in its entirety:*

Screen 1:

**TRUCKS
ENTERING**

Screen 2:

**PROCEED
WITH
CAUTION**

8.2.2 LONG TERM FINANCIAL PLAN 2021 – 2031 REVIEW

Applicant:	Shire of Corrigin
Date:	9 December 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.2 – Draft Long Term Financial Plan 2021 - 2031.

SUMMARY

The Shire of Corrigin Long Term Financial Plan has been reviewed and a draft plan is provided for consideration and adoption.

BACKGROUND

Following a period of community consultation in 2021 the Shire of Corrigin developed a new Strategic Community Plan 2021 - 2031. A Corporate Business Plan outlining actions to achieve the desired strategic direction was developed at the same time.

The Corporate Business Plan is underpinned by, and links through to, a range of supporting and informing policies, strategies and plans such as a Workforce Plan, Asset Management Plan and Long Term Financial Plan (LTFP).

The LTFP is the mechanism that enables local governments to determine their capability to sustainably deliver the assets and services required by the community. It allows the local government to set priorities, within its resourcing capabilities, to deliver short, medium, and long term community priorities.

The LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

COMMENT

The recently reviewed Corporate Business Plan is an informing strategy to the LTFP with the actions and associated resource costs included in the revised LTFP.

The review of the LTFP has a direct impact on the ability to meet the goals set within the Corporate Business Plan, should there be any major impact, Council may need to reconsider the Corporate Business Plan and update priorities.

The LTFP 2021 – 2031 has been updated by Moore Australia and reviewed by management and is presented to Council for endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.56 – Planning for the future

Local Government (Administration) Regulations 1996 Division 3 – Planning for the future

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 and future Annual Budgets.

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 adopt the revised Shire of Corrigin Draft Long Term Financial Plan 2021 – 2031 as provided in Attachment 8.2.2.

8.2.3 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2021

Applicant:	Shire of Corrigin
Date:	30/11/2021
Reporting Officer:	Kylie Caley, Deputy CEO
Disclosure of Interest:	NIL
File Ref:	FM.0274
Attachment Ref:	Attachment 8.2.3.1 - Annual Report and Audited Financial Statements for year ended 30 June 2021 Attachment 8.2.3.2 – Final Management Letter and Memo

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Monday 29 November 2021 and accept the 2020/2021 Annual Report and Financial Statements for the period ending 30 June 2021.

BACKGROUND

Representatives from AMD on behalf of the Office of the Auditor General, conducted an interim audit onsite in May 2021 and conducted the final audit also onsite in September 2021.

The CEO received the auditor's report and management letter regarding the 2020/2021 Annual Financial Report from AMD on 24 November 2021. The CEO has responded to issues raised in the management report.

In accordance with s5.53 of the *Local Government Act 1995* a local government is required to prepare and accept an annual report for each financial year, no later than 31 December after that financial year.

If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

COMMENT

The Shire of Corrigin auditor, appointed Office of the Auditor General, completed the final audit of the Shire of Corrigin finances and operations in November 2021. A copy of the Auditor's Report and Financial Statements for the 2020/2021 financial year is included as an attachment to this item.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2020/21, is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. In order to comply with this requirement an annual meeting of electors would need to be held prior to 14 February 2022. It is proposed that the Electors Meeting be held on Monday 7 February 2022 commencing at 6.30pm.

A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government.

Ms Maria Cavallo, Director AMD and Mr Steven Hoar, Director from Office of the Auditor General, in his capacity as the Shire of Corrigin Auditor met with the Audit and Risk Management Committee on 29 November 2021 to provide an overview of the 2020/21 annual financial report and address issues raised in the audit and management reports.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

5.27. Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*
** Absolute majority required.*
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available*

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —*
 - (a) *determine if any matters raised by the report, or reports, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government is to —*
 - (a) *prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and*
 - (b) *forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.*

POLICY IMPLICATIONS

8.11 – Audit and Risk Management Committee

8.12 – Appointment of an Auditor, Scope of Works and Notification of Appointments

FINANCIAL IMPLICATIONS

The costs associated with providing the 2020/2021 audit were provided in the 2020/2021 and 2021/22 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

VOTING REQUIREMENT

Absolute Majority

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council:

- 1) Accept the Annual Report and Audited Financial Statement; auditors report and management report for the 2020/21 financial year as presented in the attachment.*
- 2) Hold a General Meeting of Electors on Monday 7 February 2022 commencing at 6.30pm at the Corrigin Resource Centre.*

8.2.4 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	16/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.4 – Corrigin Risk Management Framework

SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – procedures document.

BACKGROUND

The audit and Risk Management Committee endorsed the Risk Management Framework outlining the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals and objectives.

The procedure assists in the appropriate governance of risk management within the Shire by providing:

1. transparency of decision making.
2. clear identification of the roles and responsibilities of the risk management functions.
3. an effective governance structure to support the Risk Framework.

The Risk Management Policy was reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2021.

COMMENT

Adoption of this revised procedure will assist in compliance with Regulation 17 of the Local Government (Audit) Regulations 1996.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

s17 CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) *risk management; and*
 - (b) *Internal control; and*
 - (c) *Legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

POLICY IMPLICATIONS

3.1 Risk Management Policy – reviewed 19 October 2021

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
4.5	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 AND COMMITTEE'S RESOLUTION

That Council endorse the updated Risk Management Framework.

8.2.5 LOCAL GOVERNMENT PROPOSED REFORMS 2021

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.4 - Local Government Reform Summary of Proposed Reforms

SUMMARY

The Western Australian Local Government Association (WALGA) seeks feedback and comment on the proposed Local Government Act Reform proposals.

BACKGROUND

The Minister for Local Government, the Hon John Carey, MLA announced a range of Local Government legislative reform initiatives on 10 November 2021. The reform proposals are based on the following six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The reform proposals are based on consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (2020)
- The City of Perth Inquiry Report (2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliamentary Select Committee Report into Local Government (2020)
- WALGA Submissions
- Consultation with local governments
- Correspondence and complaints
- Various past reports.

WALGA has produced a consultation paper including advice on the current positions as well as recommendations on new matters that have not been previously considered.

Feedback on the consultation paper is requested by 28 January 2022. The feedback will be collated into a draft sector submission and will be considered at the WALGA Central Country Zone meeting in February 2022. The WALGA State Council will consider the feedback in late February before presenting the submission to the State Government on 25 February 2022.

COMMENT

Many of the proposed reforms are based on previous consultation and suggestions from local governments.

Council can add or amend the comments in the suggested Shire of Corrigin response outlined in Attachment 8.2.5.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

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: 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 endorse the Shire of Corrigin feedback and comments in response to the Local Government Reform Proposals consultation paper as outlined in Attachment 8.2.5.

8.2.6 ORDINARY COUNCIL MEETING DATES 2021

Applicant:	Shire of Corrigin
Date:	1/12/2021
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2022.

BACKGROUND

The Shire of Corrigin currently holds Ordinary Council Meetings on the third Tuesday of each month excluding January, with a starting time of 3.00pm.

COMMENT

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* states that at least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) The ordinary council meetings; and
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

It is proposed that Council be held on the third Tuesday of the month commencing at 3:00pm except for the month of January where no meeting is generally held. It is also proposed that Council continue with the Discussion Forum Session meetings prior to the Council meetings each month at 1:00 pm except for the month of January where no meeting is planned.

The following Ordinary Council Meeting dates for 2022 are recommended to Council (note: Council does not ordinarily meet in January):

15 February 2022
15 March 2022
19 April 2022
17 May 2022
21 June 2022
19 July 2022
16 August 2022
20 September 2022
18 October 2022
15 November 2022
20 December 2022

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

r. 12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which:

- (a) the ordinary council meetings; and*

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.

POLICY IMPLICATIONS

Policy 8.6 - Monthly Ordinary Council Meetings and Councillor Discussion Period

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
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the following schedule for Ordinary Council Meeting for 2022, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates as provided.

15 February 2022

15 March 2022

19 April 2022

17 May 2022

21 June 2022

19 July 2022

16 August 2022

20 September 2022

18 October 2022

15 November 2022

20 December 2022

8.2.7 CONFIDENTIAL – AWARD NOMINATION

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0014
Attachment Ref:	Attachment 8.2.6 - Confidential

REASON FOR CONFIDENTIALITY

The item is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995* because it deals with matters affecting the personal affairs of a person. A report has been provided to Council under separate cover.

BACKGROUND

Information on this item is contained in a confidential report provided by the CEO under separate cover.

COMMENT

The confidential CEO report includes details relating to the agenda item.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Policy 1.7

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

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the award nomination dated 16 September 2021 in accordance with the recommendation contained within the Chief Executive Officer's confidential report.

8.2.8 CORRIGIN RECREATION CENTRE – LEGAL MATTER

Applicant:	Shire of Corrigin
Date:	2/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0075
Attachment Ref:	NIL

REASON FOR CONFIDENTIALITY

The item is confidential in accordance with section 5.23(2)(d) of the *Local Government Act 1995* because it deals with legal advice obtained, or which may be obtained, by the local government.

BACKGROUND

Information on this item is contained in a confidential report provided by the CEO under separate cover.

COMMENT

The confidential report includes details relating to the agenda item.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)
s.5.42 (1) delegation of some powers and duties to CEO
s.5.43(ha) limits on delegations to CEO
s. 9.49A (4) execution of documents

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Legal and court filing fees associated with protecting the Shire of Corrigin's rights.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Council authorise the CEO to do all things necessary to protect the Shire's legal rights, including commencing proceedings in the Supreme Court of Western Australia unless a Standstill Agreement with the Shire of Corrigin is entered into substantially in the terms prepared by Squire Patton Boggs.

8.3 WORKS AND SERVICES

8.3.1 BENDERING WASTE SITE LEASE AGREEMENT

Applicant:	Shire of Corrigin
Date:	14/12/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	WM.0013
Attachment Ref:	Attachment 8.3.1 – Draft Lease Agreement- under separate cover

SUMMARY

This item seeks Council endorsement of the proposal to enter into a lease agreement for the land at the Bendering Waste Site.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin, and Narembeen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bendering Tip in 2007 as joint tenants. The Shires also entered a Licence to Use Land agreement with the former owner of the land on 1 October 2009 for the use of part of the land for a period of 10 years expiring on 1 October 2019.

The renewal of the lease was discussed at the Roe Regional Organisation of Councils (Roe ROC) meeting on 22 July 2021 and the following resolution was passed:

1. *A market valuation be obtained for the Bendering Tip farming land.*
2. *The CEO negotiate a lease arrangement with the current occupier based on RoeROC delegate's directions.*
3. *The lease arrangement be advertised as required under Section 3.58(3)(a) of the Local Government Act 1995; and*
4. *The item be brought back to RoeROC for consideration of the lease and submissions at the next meeting.*

An indicative value of the lease of \$4,670 per annum was obtained in October 2021.

It is proposed that the land is leased to Notting Nominees Pty Ltd for a five year period with an option to renew for a further five years.

COMMENT

The reason for entering into the licence agreement, or leasing the land, for farming purposes is to ensure the land is free of weeds and maintained without any further expense to the Shire's. The current arrangement has been working very well and the site is well maintained and requires very little input from the shires.

The current lessee is agreeable to continuing with the lease with the value of the lease being offset by the cost of maintaining the property creating a nil balance.

The property is surrounded by the current lessee's farming land, and it is likely to be difficult for another company to lease the property due to small size and location.

The proposal to lease the land to Notting Nominees Pty Ltd was advertised in November 2021 and no submissions objecting to the proposal were received from the public.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.58. Disposing of property

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s.3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if—

(a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and—

(i) its market value is less than \$5,000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

or

(b) the land is disposed of to a body, whether incorporated or not—

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

or

Local Government Act 1995

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The value of the lease is offset by the value of the land management activities.

The cost of advertising and legal fees for the drafting of the agreement of approximately \$2,500 is to be shared equally between the four shires.

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 enter into a lease of a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembreen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.

9 CHIEF EXECUTIVE OFFICER REPORT

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS, AND INFORMATION ITEMS

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 15 February 2022 at 3.00pm.

16 MEETING CLOSURE