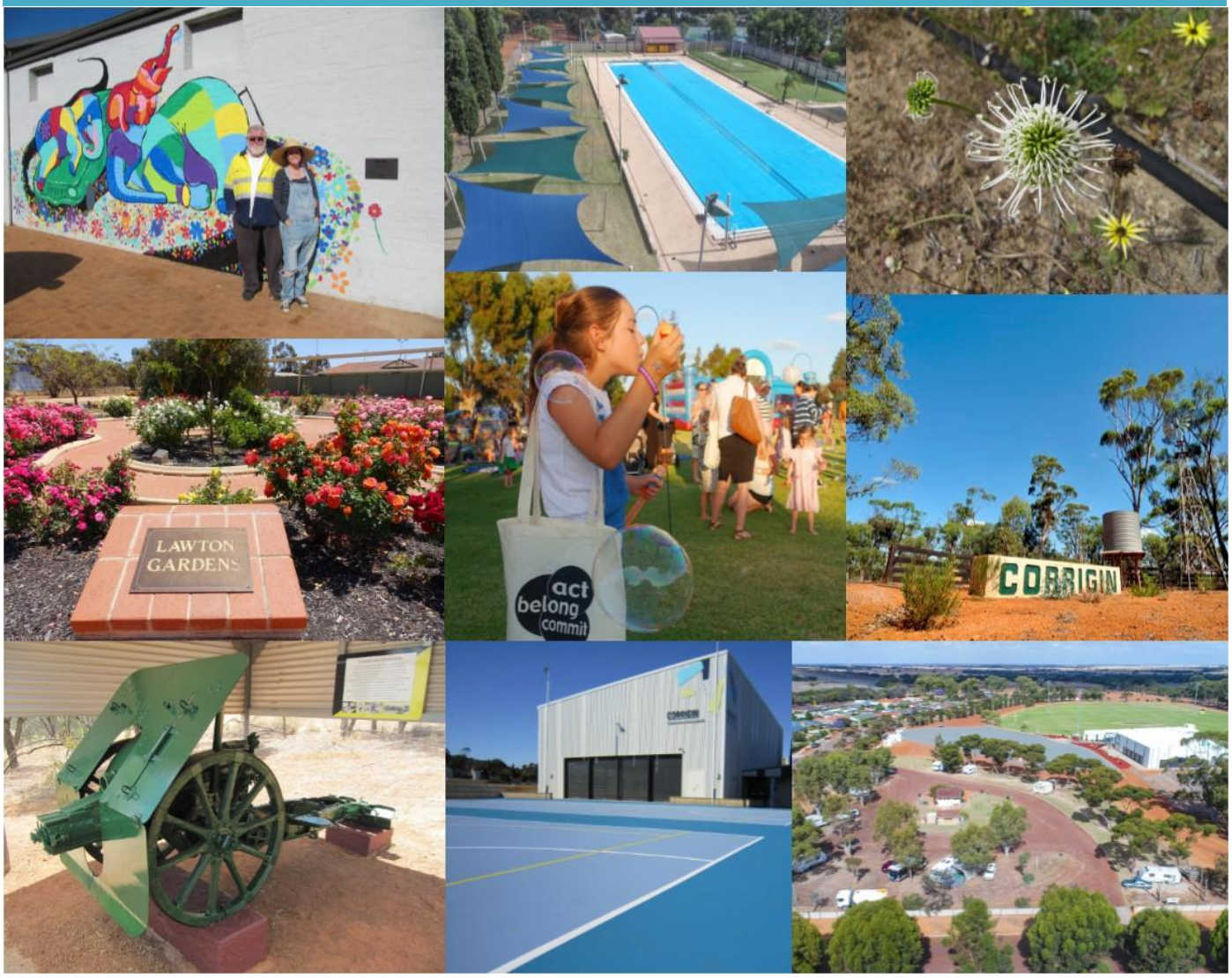
SHIRE OF CORRIGIN

MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 23 JULY 2019



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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. L Baker opened the meeting at 3.00pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. L Baker
Deputy Shire President	Cr. D L Hickey
	Cr. M B Dickinson
	Cr. F R Gilmore
	Cr. M A Weguelin
	Cr. S G Hardingham
Chief Executive Officer	N A Manton
Executive Support Officer	K L Biglin

APOLOGIES

NIL

LEAVE OF ABSENCE

Cr J A Mason

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire was advised that Irene Mary Rawes and Edward Robert Jacobs (Bob) have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

CEO Natalie Manton declared a financial interest in item 8.2.1 – Building Permit - Manton.

Cr Weguelin declared a proximity interest in item 8.1.5 – Adoption of Local Heritage Survey 2019.

Cr Gilmore declared a financial interest in item 8.1.5 - Adoption of Local Heritage Survey 2019.

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 18 June 2019 (Attachment 7.1.1).

COUNCIL RESOLUTION

(86/2019) Moved: Cr Hardingham Seconded: Cr Hickey

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 CENTRAL COUNTRY ZONE

Minutes of the Central Country Zone meeting held on Friday 21 June 2019 (Attachment 7.2.1).

COUNCIL RESOLUTION

(87/2019) Moved: Cr Hardingham Seconded: Cr Hickey

That the minutes of the Central Country Zone meeting held on Friday 21 June 2019 (Attachment 7.2.1) be received.

Carried 6/0

7.2.2 ROE TOURISM

Minutes of the Roe Tourism meeting held on Monday 17 June 2019 (Attachment 7.2.2).

COUNCIL RESOLUTION

(88/2019) Moved: Cr Hickey Seconded: Cr Hardingham

That the minutes of the Roe Tourism meeting held on Monday 17 June 2019 (Attachment 7.2.2) be received.

Carried 6/0

7.2.3 ROE REGIONAL ORGANISATION OF COUNCILS

Minutes of the RoeROC meeting held on Thursday 20 June 2019 (Attachment 7.2.3).

COUNCIL RESOLUTION

(89/2019) Moved: Cr Weguelin Seconded: Cr Hickey

That the minutes of the RoeROC meeting held on Thursday 20 June 2019 (Attachment 7.2.3) be received.

Carried 6/0

7.2.4 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 23 July 2019 (Attachment 7.2.4).

COUNCIL RESOLUTION

(90/2019) Moved: Cr Weguelin ***Seconded: Cr Hardingham***

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 23 July 2019 (Attachment 7.2.4) be received.

Carried 6/0

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/07/2019
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – JUNE 2019:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 18	SALES	MTHLY	FROM JULY 18
Internet Use / Computer Use	11	216	Movie Club Fees	13	113
Photocopying / Printing / Faxing	22	416	Phonebook Sales	92	268
Laminating / Binding / Folding	0	67	Moments In Time Books	0	4
Sec. Services / Scans / CD Burning	7	78	Book Sales	0	3
Room Hire	11	71	Wrapping Paper / Postcard Sales	0	14
Equipment Hire	2	12	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	0	48	Phone calls	0	1
Resource Centre Membership Fees	0	19	Sale of Assets	0	0
Exam Supervision	6	7			
Total:	59		Total:	105	
Monthly People through:	164				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 18	SERVICE	MTHLY	FROM JULY 18
Phonebook Enquiries	55	279	Corrigin Toy Library	12	91
Tourism	18	444	Broadband for Seniors / Webinars	11	109
Government Access Point	0	12	General Enquires (Face/Email/Website)	106	1535
Community Information	28	534	Corrigin Public Library	56	651
Conf. / Vid Conf. / Training /	33	1006	Corrigin Library eResources	74	369
University Exams	6	10			
Total:	140		Total:	259	
Monthly People through:	399				

TOTAL FOR THE MONTH OF JUNE: 563

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JUNE 2019			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Holyoake – Counselling	2	Professional Office	Commercial Booking
Movie Club – June	13	Conference Room	N/A
SMYL – Community Services	2	Professional Office	Commercial Booking
Wheatbelt Development Commission	7	Conference Room	Commercial Booking
Wheatbelt Development Commission	6	Conference Room	Commercial Booking
Forest Personnel – Disability Services	3	Professional Office	Commercial Booking

CORRIGIN CRC Annual Summary Report													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485

STATUTORY ENVIRONMENT
NIL

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

Objective: Social
An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
3.1.1	Work in partnership with community and sporting groups	3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities
3.1.3	Facilitate, encourage and support community events	3.1.3.1	Promote and support local events with emphases on events that promote visitation of the Shire.
		3.1.3.2	Engage and facilitate the community to encourage the establishment and continuation of local events.

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
(91/2019) Moved: Cr Gilmore ***Seconded: Cr Hardingham***
That Council receives the Corrigin Community Resource Centre report.

Carried 6/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/07/2019
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – June 2019

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 on a monthly basis 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 June 2019 are provided as Attachment 8.1.2 – Accounts for Payment.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be $0.00.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	13877 - 13925, 13930 - 13966	$640,961.93	
	Cheque	020411 - 020420	$12,904.18	
	Direct Debit	June 2019	$104,134.29	
	Payroll	June 2019	$110,482.47	**$868,482.87**
Trust	EFT	13926 - 13929	$228.30	
	Cheque	No Payments	$0.00	
	Direct Debit	No Payments	$0.00	**$228.30**
Licensing Trust	EFT	No Payments	$0.00	
	Direct Debit	June 2019	$26,322.85	**$26,322.85**
Edna Stevenson	Cheque	No Payments	$0.00	**$0.00**
Total Payments for the Month of June 2019				**$895,034.02**

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 – June 2019, 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 & Licensing Trust	EFT	EFT13876	EFT13877
Municipal	Cheque	020410	020411
Trust	Cheque	003390	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

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.10 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2018/2019 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION

(92/2019) Moved: Cr Hickey Seconded: Cr Hardingham

That Council reviews the list of accounts paid and acknowledges that payments totalling $895,034.02 have been made during the month of June 2019.

Carried 6/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8/07/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

SUMMARY
This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 April 2019 to 28 May 2019.

BACKGROUND
This information is provided to Council on a monthly basis 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 Manager Finance, 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 Manager Finance 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 2.10 – Purchasing Policy
Policy 2.18 - Corporate Credit Cards

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2018/2019 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION
(93/2019) Moved: Cr Hickey Seconded: Cr Gilmore
That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 30 April to 28 May 2019 for $111.90.

Carried 6/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/06/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – June 2019

SUMMARY
This report provides Council with the monthly financial report for the month ending 30 June 2019.

BACKGROUND
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
A variance report is included with the monthly financial report, provided as Attachment 8.1.4.

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

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2018/2019 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION
(94/2019) Moved: Cr Hardingham Seconded: Cr Weguelin
That Council accept the Statement of Financial Activity for the month ending 30 June 2019 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 6/0

Cr Gilmore left the room at 3.19pm
Cr Weguelin left the room at 3.19pm

COUNCIL RESOLUTION
(95/2019) Moved: Cr Hickey Seconded: Cr Hardingham
That Cr Weguelin and Cr Gilmore be allowed to return to the room to participate in the discussion of item 8.1.5 but not vote. The remaining members agree that their interest is unlikely to influence their conduct in relation to the matter.

Carried 4/0

Cr Hardingham left the room at 3.20pm

Cr Hardingham returned to the room at 3.21pm
Cr Gilmore returned to the at room 3.21pm
Cr Weguelin returned to the at room 3.21pm

8.1.5 ADOPTION OF LOCAL HERITAGE SURVEY 2019

Applicant:	Shire of Corrigin
Date:	17/07/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	Cr Weguelin and Cr Gilmore declared a proximity and financial interest as a result of land ownership in the main street precinct.
File Ref:	LUP.0006 previous Resolution 271 and 272/2016
Attachment Ref:	Attachment 8.1.3 Shire of Corrigin Local Heritage Survey 2019 Corrigin Main Street Retail Precinct Development Guidelines

SUMMARY

Council is requested to consider reviewing and endorsing the revised Shire of Corrigin Municipal Heritage Survey 2019.

BACKGROUND

The current Shire of Corrigin Local Government Inventory was adopted in 1996 and remained in the same format since that time without review. In 2016 a Working Group was set up to work with Heritage Consultant Laura Gray to review the inventory to ensure that it met the minimum standard set out by the State Heritage Office. The Working Group comprised of Cr Hardingham, Mr Eric Jespersen and Mr Brian Parsons from the Corrigin Historical Society and Pioneer Museum. It was noted that the1996 Municipal Inventory adopted by Council contained a number of inaccuracies that required amendment.

The review of the Shire of Corrigin Heritage Inventory commenced with a Working Group meeting, photographing heritage places around town and scanning of the hard copy of the 1997 heritage inventory as no digital version was compliant with current technology.

The Working Group discussions raised the issue of grading buildings of significance and the implications of a Grade B and Local Planning Policy (LPP) provisions that could impact the property owners. In the economic climate, it was determined that any imposts upon businesses and property owners would be considered inappropriate. The 1997 Heritage Inventory listed six places on the Heritage List (LPP provisions), and another three places are already on the State Register of Heritage Places with more serious implications and high level of heritage recognition.

The previous Municipal Heritage Inventory became known as the Local Heritage Survey following the passing of the revised Heritage Act 2018. The purpose of the local heritage survey is to:

- Identify and record places that are of cultural heritage significance to the district;
- Assist in making and implementing decisions that are in harmony with cultural heritage values;
- Provide a cultural and historical record of its district;
- Provide an accessible public record of places of cultural heritage significance to the district;
- Assist in preparing a heritage list or list of heritage areas under a local planning scheme.

Every accessible place listed in the 1997 inventory has been reviewed and assessed within the State Heritage Office's guidelines, including taking photographs of most places that can be viewed from public spaces. The four criteria for the assessment include:

Aesthetic value - significant aesthetic characteristic.
Historic value - significant in the evolution or pattern of the history of the local district.
Research value - natural or cultural history of the local district or demonstrating a high degree of technical innovation or achievement.
Social value - social, cultural, education or spiritual reasons.
Rarity - rare, uncommon or endangered aspects of the cultural heritage of the local district.
Representativeness - demonstrates the characteristics of a class of cultural places or environments in the local district.

Grade A Three sites are listed as Grade A being of exceptional cultural heritage significance to Shire of Corrigin and the state of Western Australia and worthy of recognition and protection through provisions of the Shire of Corrigin's Town Planning Scheme.

A planning application would need to be submitted for any proposed development of these places including: the Town Hall, Road Board Office and Railway Water Tank. The development application would also need to be submitted to State Heritage Office (SHO) for approval, and Shire of Corrigin cannot approve contrary to SHO recommendation.

For Grade A places it is recommended that the place be retained and conserved.

Grade B A place of considerable cultural heritage significance to Shire of Corrigin that is worthy of recognition and protection through provisions of the Shire of Corrigin's Local Planning Policy. It is not recommended for inclusion in the Heritage List but would be important to retain and conserve the place and undertake photo record of the place prior to any development.

Grade B places include the Main Street Precinct, Railway Precinct, George Holdaway's shop (fmr), St Matthews Anglican Church, National Bank and former Road Board Hall (Red Cross).

Grade C A place (including a site with no built remains) of some cultural heritage significance to Shire of Corrigin. No constraints on these places although retention of the place is encouraged.

Council will need to authorise the shire administration to prepare a new Heritage List comprising all Grade A places listed in the Shire of Corrigin Heritage Inventory Review 2018 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for formal consideration and final adoption by Council.

The process for preparing the new Shire of Corrigin Heritage List is as follows:
1 The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.

2 The heritage list:
(a) must set out a description of each place and the reason for its entry in the heritage list; and
(b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
(c) may be published on the website of the local government.

3 The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government -

(a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
(b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
(c) carries out any other consultation the local government considers appropriate; and
(d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.

4 If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list the local government must give notice of the entry or modification to -

(a) the Heritage Council of Western Australia; and
(b) each owner and occupier of the place.

It is recommended that the draft Development Guidelines for Corrigin's Main Street Retail Precinct be formally adopted by Council as a local planning policy under Local Planning Scheme No.2 in order to have any legal standing and effect. The process to adopt the guidelines as a local planning policy is as follows:

1 If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows -

(a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of:
(i) the subject and nature of the proposed policy; and
(ii) the objectives of the proposed policy; and
(iii) where the proposed policy may be inspected; and
(iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made.
(b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
(c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.

2 The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).

3 After the expiry of the period within which submissions may be made, the local government must:

(a) review the proposed policy in the light of any submissions made; and
(b) resolve to —
(i) proceed with the policy without modification; or
(ii) proceed with the policy with modification; or
(iii) not to proceed with the policy.

4 If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.

5 A policy has effect on publication of a notice under subclause (4).

6 The local government:

(a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and

(b) may publish a copy of each of those local planning policies on the website of the local government.

COMMENT

The review of the Local Heritage Survey has been undertaken in line with the requirements of the Heritage Act 2018 and includes 197 places and sites.

The Local Heritage Survey 2019 (formerly Heritage Inventory Review 2018) document was circulated to the Working Group and the Shire of Corrigin Council reviewed the draft document at the Discussion Forum in May.

The Draft Local Heritage Survey will need to be advertised for public comment and land owners will receive written notification. It is recommended that the Draft Local Heritage Survey and Main Street Retail Precinct Development Guidelines be advertised for public comment for a period of 30 days and adopted pending any significant submissions.

STATUTORY ENVIRONMENT

Heritage Act of Western Australia 2018
s.103. Local heritage survey
(1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Shire of Corrigin Local Planning Scheme No.2

Deemed Provisions of the Local Planning and Development (Local Planning Schemes) Regulations 2015

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Cost of advertising of approximately $500 is included in the 2019/20 budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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

Outcome 2.2 - A well-managed built environment

Strategic Community Plan		Corporate Business Plan	
Outcome	**Strategies**	**Action No.**	**Actions**
2.2.2	Maintain the integrity of heritage buildings within available resources	2.2.2.1	Identify and update Municipal Heritage Inventory and Conservation Plans
		2.2.2.2	Municipal heritage inventory and conservation plans to be identified and incorporated into Asset Management Plan and Long term Financial Plan

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
(96/2019) Moved: Cr Hardingham Seconded: Cr Hickey
That Council, in accordance with Clause 8 (1) of the Deemed Provisions for Local Planning Schemes (Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015):

1 Endorse the draft Shire of Corrigin Local Heritage Survey 2019 and undertake a period of community consultation of 30 days.

2. Endorse the draft Development Guidelines for Corrigin's Main Street Retail Precinct as a local planning policy under Local Planning Scheme No.2 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 and undertake a period of community consultation of 30 days.

3. Authorise the CEO to prepare a new Heritage List comprising all Grade A places listed in the Shire of Corrigin Local Heritage Survey 2019 in accordance with the procedural requirements of Part 3 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for formal consideration and final adoption by Council.

Carried 4/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 BUILDING PERMIT - MANTON

Applicant:	Shire of Corrigin
Date:	1/07/2019
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	Financial - Building permit relates to property owned by the CEO, Mrs Natalie Manton.
File Ref:	A135
Attachment Ref:	Attachment 8.2.1 - GK & NA Manton Building Permit Application

SUMMARY
Council is requested to consider granting a building permit for a proposed building on the property owned by the Chief Executive Officer and authorising Mr Greg Tomlinson, as an employee of the Shire of Corrigin, to sign the permit due to a conflict of interest.

BACKGROUND
Mr Christopher Mason has made an application for a building permit for a transportable building on the farming property owned by the Chief Executive Officer (CEO), Mrs Natalie Manton, at 169 Barber Road Bullaring in the Shire of Corrigin. The proposed building comprises a laundry, bedroom, bathroom and storeroom and will replace an existing outbuilding constructed in the 1920's.

The building application and supporting documentation was submitted to the Shire of Corrigin on 30 April 2019 and forwarded to the City of Kalamunda as per the usual practice. The Shire of Corrigin has an ongoing contractual arrangement with the Shire of Kalamunda to assess building applications. The application was independently assessed as being compliant with s.20 of the Building Act 2011 and a Building Permit and Certificate of Design Compliance was issued ready for signing.

Council has delegated authority to the CEO to grant building permits under s.20 of the Building Act 2011. In this instance it is not appropriate for the CEO to exercise the delegation due to a conflict of interest.

As the local government permit authority, Council will need to determine whether to approve or refuse the application based upon the evidence and recommendation for approval provided by the City of Kalamunda in Attachment 8.2.1.

A Bushfire Attack Level (BAL) Certificate determined in accordance with AS 3959-2009 has been issued by an Accredited Practitioner with Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report and is outlined in Attachment 8.2.1.

An application for planning approval was also submitted to the Shire of Corrigin planning consultant Mr Joe Douglas, Exurban, to determine if planning permission was required. Following a review of the planning application Mr Douglas concluded that a development application was not required in this particular instance and processing of the building permit application may now proceed given that:

i) the existing building was constructed on the land prior to the introduction of town planning controls in the Shire and is therefore recognised as being lawful development and usage;
ii) the existing building will be replaced with a new similar sized structure in the same general location on the land with significant setbacks to existing lot boundaries;
iii) the new building will be used for the same purposes with no increase to the intensity of usage; and
iv) the Bushfire Assessment Report confirms the bushfire rating is less than Bushfire Attack Level (BAL)-40 and BAL-Flame Zone.

A demolition permit is not required for the existing structure under regulation 42 of the Building Regulations 2012 as:

- the floor area of the building does not exceed 40 m^2; and
- the demolition work will not adversely affect the safety and health of the occupants, or other users of the building or incidental structure, or the public; and
- the building or incidental structure is not the subject of an order, agreement or permit under the Heritage Act.

COMMENT

The City of Kalamunda has independently assessed the building application and has made a recommendation that, in their professional officer's opinion, the application is compliant and that the application be approved. A draft building permit has been issued for signing by the Shire of Corrigin.

A Certificate of Design Compliance has been issued and Bush Fire Assessment Level Report obtained.

The application does not require planning approval.

As the CEO has a conflict of interest in exercising the delegation to grant approval for the building permit, the Council will need to grant the permit and authorise an officer to sign the permit on behalf of the Shire of Corrigin.

A delegation of a local government's powers or duties may be only to a local government employee and the delegation must be in writing executed by or on behalf of the delegator.

STATUTORY ENVIRONMENT

Building Act 2011:
s.20 Grant of building permit
s.96(3) Authorised persons
A local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.
s.99. Limitation on powers of authorised person

Building Act 2011:
s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Building Regulations 2012:
r.23 Application to extend time during which permit has effect (s.32)
r.24 Extension of time during which permit has effect (s.32(3))
r.26 Approval of new responsible person (s.35(c))

Part 5 — Circumstances in which building, demolition or occupancy permits not required r.66.
1 The regulations may provide that a building permit is not required for building work of a kind specified by the regulations.
2 Without limiting subsection (1), the regulations may provide that a building permit is not required for building work —

(a) that is low in value; or
(b) that has a low level of risk in relation to the safety of users of the building or members of the public; or
(c) that does not require monitoring by a permit authority; or
(d) in a rural or remote area.

Local Government Act 1995
s5.36 Local Government Employees
s.9.49A(4) Execution of Documents.

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Building application fees of $172.80 paid on 21 May 2019.

COMMUNITY AND STRATEGIC OBJECTIVES
NIL

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
(97/2019) Moved: Cr Weguelin Seconded: Cr Hardingham
That Council:

1. *Notes the Chief Executive Officer's declaration of interest and further notes that this report has been prepared independent of the Chief Executive Officer's involvement and is based upon the recommendations of the Shire's independent building consultant at the City of Kalamunda.*
2. *Approves Building Permit (BA09-2019), inclusive of conditions, for 169 Barber Road, Bullaring based on the recommendation of the City of Kalamunda and as detailed in Attachment 8.2.1.*
3. *Authorises the Manager of Works to sign the Building Permit on behalf of the Shire of Corrigin, in accordance with s.9.49A(4) of the Local Government Act 1995.*

Carried 6/0

8.2.2 APPLICATION FOR EXPLORATION LICENCE 70/5267

Applicant:	Shire of Corrigin
Date:	15/07/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ED.0002/ RV.0003
Attachment Ref:	NIL

SUMMARY
Council is requested to consider an application for an exploration licence over various lots located in Jubuk.

BACKGROUND
The Shire of Corrigin has received an application for an exploration licence of private land in the Jubuk locality. Sections 23 to 26 of the *Mining Act 1978*, stipulates that mining may be carried out on certain classes of land with the written consent of the Minister for Mines and Petroleum. The *Mining Act 1978* and its associated regulations sets out the process for a variety of licences and lease types including requirements for mineral exploration.

Applications for licences after 2006 are for a five year term plus a possible extension of five years and further periods of two years thereafter, with 40 per cent of ground to be surrendered at the end of year six.

The holder of an exploration licence may, in accordance with the licence conditions, extract or disturb up to 1,000 tonnes of material from the ground which includes overburden. The Minister may approve extraction of larger tonnages.

COMMENT
There are no apparent reasons as to why Council would wish to object to the application. The area of the proposed mining exploration licence has previously been submitted to the Shire of Corrigin in 2013 and Council did not identify any objections.

STATUTORY ENVIRONMENT
Mining Act 1978

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Potential mining rates income.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION
(98/2019) Moved: Cr Weguelin ***Seconded: Cr Gilmore***
That Council raise no objection to the Application for Exploration Licence – No. 70/5267 by Mining Equities Pty Ltd.

Carried 6/0

8.2.3 REPORT ON AUDIT MANAGEMENT LETTER 2017-18

Applicant:	Shire of Corrigin
Date:	18/07/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0182
Attachment Ref:	NIL

SUMMARY

Council is asked to consider the recommendation from the Audit and Risk Management Committee regarding the Audit Management letter for the year 30th June 2018 together with the comments provided by the Chief Executive Officer in response to significant findings.

BACKGROUND

The 2017/18 audited financial statement and management report was received by the Audit and Risk Management Committee on 18 December 2018. The meeting was attended by the Auditor Mr Greg Godwin of Moore Stephens by telephone and an overview of the audit and management report was provided.

The Shire of Corrigin has received correspondence from the Department of Local Government, Sport and Cultural Industries requesting a report on the significant adverse trend in the financial position whereby the Operating Surplus Ratio has been below the Department standard for the last three years.

Significant matters raised in the interim report and management comments were provided to Council however a report on significant issues raised in the final audit was not completed or forwarded to the Minister at the time.

The Audit and Risk Management Committee is required to examine the report of the Auditor and prepare a report on the actions the Shire of Corrigin has taken or intends to take in relation to matters raised.

COMMENT

The Audit and Risk Management Committee has examined the report of the Auditor and management report on the actions the Shire of Corrigin has taken or intends to take in relation to matters raised.

STATUTORY ENVIRONMENT
Local Government Act 1995,
7.9 Audit to be conducted
7.12A. Duties of local government with respect to audits
(4) A local government must —
(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

POLICY IMPLICATIONS
8.11 Audit and Risk Management Committee

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION
(99/2019) Moved: Cr Hickey Seconded: Cr Weguelin
That Council:
1. *Receives the Report on Audit Management Letter for the year ended 30th June 2018: and*
2. *Forward a copy of the report to the Minister for Local Government, Sport and Cultural Industries.*

Carried 6/0

Report on Significant Findings from the Management Letter Accompanying the 2017-18 Audit

1. Finding

A significant adverse trend was noted in the Operating Surplus Ratio.

2. Management Comment

The statement of comprehensive income shows that the main reason the ratio is below the target range is due to the operating income being less than operating expense.

A significant contributor to the negative Operating Surplus Ratio in 2017/18 and 2018/19 was the flood damage repairs which were shown in the Statement of Comprehensive Income as an operating maintenance expense but funded externally. The grant funding from WA Natural Disaster Relief and Recovery Arrangements (WANDRRA was received to cover the cost of road repairs which would not be been required in a normal year. This revenue is excluded from the ratio calculation.

The following actions have been taken, or are intended to be taken, to address the adverse trend in the Operating Surplus Ratio.

Long Term Asset and Financial Planning

In September 2018 Council adopted the Strategic Resource Plan which encompasses the Asset Management and Long Term Financial Plans. This plan provides the Shire of Corrigin with a management tool to consider and analyse the impact of decision making on the overall financial position of the local government over time.

As part of the long term financial strategy the Shire of Corrigin will continue to maximise use of operating and non-operating funding opportunities as they become available.

Operating Income

Rates

The ability of the Shire of Corrigin to increase revenue from rates is limited due to the relatively low number of rateable properties and a limited scope for increased Unimproved Value (UV), Gross Rental Value (GRV), commercial or mining rates to generate additional income. The long term financial plan includes planned rates increases slightly higher than the anticipated rise in the Consumer Price Index (CPI) to address backlog of renewals and assist in the financial stability of the shire while maintaining the level of service to the community. Rates of approximately $2.5m were raised 2018-19 and are expected to increase to $4.4m in 2032-33.

Fees and Charges

With a projected relatively stable population of 1150 people, the Shire of Corrigin has a limited ability to generate additional income from fees and charges. The fees and charges were reviewed as part of the 2018/19 budget deliberations and items that had not been increased for some years were increased including: annual rental charges, cemetery fees and recreation usage fees. There is no real opportunity to generate additional income from commercial rents, parking etc.

Investment income

Investment income was increased by $18,000 during the 2018/19 financial year by investing municipal funds in a term deposit and WA Treasury Overnight Cash Deposit Facility.

Proceeds

Additional income was generated in 2018/19 from profit on the disposal of assets.

Expenditure

The Shire of Corrigin is responsible for assets valued at approximately $150million, of which roads and buildings make up the largest component. The Long Term Financial Plan forecasts the operating expenditure to remain relatively stable over the next ten years with depreciation and materials and contracts being the dominant operating expenditure items.

During 2018/19 Management and Council have reviewed and analysed several large expenditure areas and have developed the following ten year plans:

- Capital and operations plan for Corrigin outdoor and indoor heated pools.
- Buildings capital and maintenance plans.
- Plant replacement plan.
- Roads capital and maintenance plan

Reduced Operating Expenditure

A rationalisation of plant and equipment items aims to reduce the replacement expenditure over a ten year period. The fair value and useful lives for infrastructure was reviewed in an effort to reduce depreciation over the next ten years.

Management will continue to identify savings on operating expenditure wherever possible.

Roads

The maintenance and renewal of the road network is a key priority for the Shire of Corrigin and one of the major expenditure items. The renewal of strategic grain haulage roads to a standard capable of carrying the forecast traffic loads is expected to be a significant financial challenge and well beyond the Shire's capacity if external renewal funding is not received.

No Forecast Borrowings

The Shire has not forecast any additional borrowings over the next ten years to allow flexibility to respond to sudden or unexpected expenditure requirements or the loss of anticipated external grant funding.

Reserves

In order to remain financially sustainable the Shire of Corrigin long term financial plan includes the use of cash backed reserves to accumulate funds for significant future renewals of key assets.

Conclusion

The Operating Surplus Ratio highlights the Shire of Corrigin's reliance on external funding to fund renewals of assets. An analysis of neighbouring shires indicates that this is a common issue in the Wheatbelt region.

Council and management will continue to monitor income and expenditure as well as identifying ways to improve the operating position to increase the ratio above the acceptable target of 0.01. However this ratio is likely to remain below the benchmark in the coming years.

8.2.4 INTERIM AUDIT 2018-19 FINDINGS AND MANAGEMENT COMMENT

Applicant:	Shire of Corrigin
Date:	18/07/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0210
Attachment Ref:	NIL

SUMMARY

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted at the Shire of Corrigin office on 22 to 24 May 2019.

BACKGROUND

Moore Stephens conducted the interim audit on behalf of the Office of the Auditor General from 22 to 24 May 2019. The Shire of Corrigin administration staff have responded to numerous requests for information at the time of the audit.

The auditors provided feedback on findings from the interim audit that will require attention prior to the final audit in October 2019 including:

1. Fixed Assets below $5,000
2. IT Access
3. Fixed Assets Reconciliations
4. Trust Reconciliations
5. Reserve Bank Reconciliations
6. Borrowings Reconciliations
7. Journal Entries review

COMMENT

Items 3 to 7 have already been addressed and items 1 and 2 will be addressed prior to the final audit in October 2019.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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**
4.1.3	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

COUNCIL RESOLUTION

(100/2019) Moved: Cr Gilmore ***Seconded: Cr Weguelin***

That Council receive the Interim Audit findings from Moore Stephens and notes the areas that have been addressed and issues to be completed prior to the final audit.

Carried 6/0

Report on Significant Findings from the Management Letter Accompanying the 2018-19 Interim Audit

INDEX OF FINDINGS	RATING		
Matters identified during the current year	**Significant**	**Moderate**	**Minor**
1. Fixed Assets Below $5,000	□		
2. IT Access	□		
3. Fixed Assets Reconciliations		□	
4. Trust Reconciliations		□	
5. Reserve Bank Reconciliations		□	
6. Borrowings Reconciliations			□
Matter outstanding from previous year			
7. Journal Entries review	□		

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

1. Fixed Assets Below $5,000

Finding
From 1 July 2018, Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996 requires assets with a fair value at the date of acquisition under $5,000 to be excluded from the assets of a local government entity.

From discussion with management and review of the fixed assets register, we noted the Shire has recognised a number of assets with a value at date of acquisition below $5,000 in its fixed assets register.

Rating: Significant

Implication
If these assets are not removed from the fixed asset register it will result in non-compliance with Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996. Additionally, assets may be materially misstated in the financial report.

Recommendation
Management should review the fixed assets register and ensure any assets acquired with a fair value at date of acquisition under $5,000 are excluded from the register prior to 30 June 2019.

Management Comment
Management is aware of the need to review the fixed assets register and ensure that any assets with a value at date of acquisition below $5,000 are removed from the fixed assets register.

Responsible Person: Manager of Finance
Completion Date: 30 July 2019

2. IT Access

Finding
Whilst reviewing the IT procedures, we noted the following:-

a) Non-financial staff have access to the Synergy accounting software; and
b) Access to the modules in the accounting software are not restricted based on their staff's position**.**

Rating: Significant

Implication
A lack of IT security controls may result in unauthorised access or data entry to the accounting software. Additionally this may result in issues with the security and confidentiality of data.

Recommendation
Access to the accounting software should be restricted to finance staff. In addition, access to the various modules in the accounting software should be restricted based on job descriptions.

Management Comment
The SynergySoft Software used by the Shire of Corrigin is an integrated program. In addition to the accounting elements of the program the software includes modules for rates, dog and cat registrations, debtors, creditors, payroll, cemeteries, etc.

Access to the accounting functions of the software is required for administration, governance and community services staff. For example the Customer Service Officer, while not a member of the finance team, is responsible for processing payments of fees and charges over the counter and issuing a receipt. This requires access to the receipting modules of the accounting software.

The Customer Service, Administration, Environmental Health and Governance staff are responsible for issuing purchase orders for goods and services in their areas of responsibility and therefore require access to the accounting software. For example an Environmental Health Officer may issue a purchase order for water sampling or the Pool Manager may need to order cleaning products and an Administration Officer may issue a purchase order for catering for the Council meetings.

Access to the financial software also allows officers to monitor and review expenditure in their area of responsibility.

The Shire of Corrigin has a small number of office staff who are often required to provide support and relief during periods of leave, illness or when someone leaves the Shire of Corrigin and before a new employee is engaged. All position descriptions include provision for administration employees to perform other duties as required. It is not practical to increase and decrease the level of access frequently however it is recognised that the current Super User setting requires revision and a reduction to a lower level of access for some employees.

The only staff with access to the payroll module are the CEO, Deputy CEO, Manager of Finance and Payroll Officer. All other administration, customer service and regulatory staff have been barred from accessing this module.

Responsible Person: Deputy CEO (currently advertising the position)
Completion Date: December 2019

3. Fixed Assets Reconciliations

Finding
Whilst reviewing fixed asset procedures, we noted the reconciliation between the fixed assets register and the general ledger had not been prepared on a regular basis. There was no reconciliation prepared between 30 June 2018 and 31 March 2019.

Rating: Moderate

Implication
If this reconciliation is not prepared and reviewed, significant errors may go undetected. This could have various consequences, including misreporting to Council and in the annual financial report.

Recommendation
The general ledger control accounts should be reconciled to the fixed assets register at least on a quarterly basis. Once prepared the reconciliations should be reviewed by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and be evidenced accordingly.

Management Comment
While the general ledger is rolled over to the new financial year the asset system remains untouched until the Annual Report is finalised and adopted by Council in December each year. No changes are made to the asset system between July and December until after the auditors have confirmed that the fair values, depreciation calculations are correct. The reason for this is that it is very difficult to amend the calculated depreciation and fair value for each asset in each month if a change is required at the conclusion of the audit.

The asset system was rolled over to the new financial year in mid-March 2019 and the reconciliation between the general ledger and the asset register was completed as part of the March end of month processes, additions and disposals can only be processed once the asset system has also been rolled over.

It is recognised that if the reconciliation is not prepared and reviewed regularly that significant errors may go undetected however there were no transactions for the period that the accounts were not reconciled.

From the commencement of the 2019/20 financial year the Manager of Finance will reconcile the general ledger to the asset register monthly to confirm that there are no errors.

Responsible Person: Manager of Finance
Completion Date: July 2019

4. Trust Reconciliations

Finding
Whilst reviewing the trust reconciliation procedures, we noted the total of the trust sub ledgers in the trial balance do not reconcile to the trust bank balances.

Rating: Moderate

Implication
If this reconciliation is not performed and reviewed, significant errors may go undetected. This could have various consequences, including misreporting to Council and in the annual financial report.

Recommendation
To help ensure all transactions in the trust ledgers are correctly recorded and complete, reconciliations between the Trust sub ledgers and the trust bank accounts should be completed and reviewed on at least a monthly basis.

Management Comment
The reconciliation of the trust general ledger and the trust bank account has been performed every month and balanced.

The CEO identified historical problems with the reconciliation of the trust sub ledgers to the trust general ledger. This was largely due to income being receipted directly to the trust general ledger account instead of the individual trust sub ledger. A consultant was engaged in December 2018 to conduct a thorough and detailed analysis of the transactions and provide advice on how to rectify the matter.

The trust sub ledgers have been reconciled to the trust general ledger as well as the trust bank account at the end of the 2018/19 financial year and will continue to form part of the monthly reconciliations in future.

Responsible Person: Finance Officer
Completion Date: June 2019

5. Reserve Bank Reconciliations

Finding
Our review of bank reconciliations noted the reconciliation for the reserves bank accounts was not prepared every month.

Rating: Moderate

Implication
Infrequent reconciliation of bank accounts increases the risk of errors, omissions or fraud remaining undetected. In turn, this could lead to misstatements in financial reporting.

Recommendation
Bank reconciliations should be consistently prepared on a monthly basis and should be independently reviewed.

Management Comment
A reconciliation of the reserve account balance (note 9) to the reserve cash at bank (note 3) is reported in the monthly financial report to Council each month.

The reserve bank account is a term deposit that was invested for 3- 6 month periods during 2018/19. The funds were invested in July 2018 and matured in September 2018 at which point the interest was applied to the reserve sub accounts and the account was reconciled.

The funds were then invested for a further period to January 2019 and on maturity the interest was applied to reserve sub accounts and the account was reconciled.

The final term deposit for the 2018/19 financial year matured in June 2019 and the interest was applied and the account reconciled.

From June 2019 the reserve account will be reconciled on a monthly basis and will continue to be reported in the monthly report to Council. The reconciliation will confirm that there are no changes to the balance of the account during the months where there are no transactions.

Responsible Person: Manager Finance
Completion Date: monthly from June 2019

6. Borrowings Reconciliations

Finding
Whilst reconciliations between the general ledger and the borrowings schedule were performed, there is no evidence of them being reviewed by a senior officer independent of preparation.

Rating: Minor

Implication
Lack of review by an independent senior officer may lead to erroneous or unusual reconciling items not being detected and investigated in a timely manner.

Recommendation
We recommend that the borrowing reconciliations are reviewed by an independent senior officer and evidence of the review is retained.

Management Comment
The reconciliation of the general ledger to the borrowings schedule is included in the Manager of Finance End of Month Checklist and is to be reviewed by CEO on a monthly basis.

Responsible Person: Manager of Finance
Completion Date: July 2019

7. Journal Entries Review

Finding
Whist reviewing journal processes, we noted both manual and automated journals are being posted in the accounting software. Manual journals are processed by the Shire's finance staff and automated journals are created by the accounting system based on certain options being selected in the software.

Update 2019
We noted automated journal entries are printed but are not being reviewed by a senior staff member. In addition, there are no supporting documents attached to automated journal entries.

Rating: Significant

Implication
If journals are not independently reviewed and approved, there is a risk that erroneous or fraudulent transactions may pass undetected. Accounting journals can represent significant adjustments to previously approved accounting transactions, and should therefore be appropriately reviewed and approved.

Recommendation
We recommend that a person more senior than the preparer authorises all automated journal entries and evidence of authorisation is retained.

Management Comment
The supporting calculations and documents for the payroll automated journals are reviewed by a senior staff member fortnightly prior to processing the pay run.

Automated journals for depreciation, plant auto recoveries and administration allocations are reviewed by a senior staff member at the commencement of the new financial year and the supporting documentation is included in the budget working papers.

Following confirmation of any changes the automatic journals with the new budget changes are made to the parameters in the Synergysoft accounting software and remain the same for the rest of the year.

The printed copies of the automatic journal are filed to confirm the system is operating as per the parameters set at the beginning of the financial year.

In future the Shire of Corrigin will ensure that the supporting documents are authorised by a senior staff member.

Responsible Person: Manager of Finance
Completion Date: July 2019

8.3 WORKS AND SERVICES

9 NOTICE OF MOTIONS FOR THE NEXT MEETING

10 CHIEF EXECUTIVE OFFICER'S REPORT

The CEO provided a report on the road program and recent staff movements.

11 PRESIDENT'S REPORT

The President, Cr L Baker, attended the following meetings in the past month:

- RoeROC
- Central Country Zone meeting teleconference
- Senior Citizen's Committee meeting
- Secondary Freight Network

12 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Hickey and CEO Manton attended a meeting with Main Roads regarding the proposal to upgrade the intersection of Brookton Highway and Quairading/ Rabbit Proof Fence roads.

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

NIL

14 INFORMATION BULLETIN

15 WALGA AND CENTRAL ZONE MOTIONS

15.1 WALGA AGM PROPOSED MOTIONS

Applicant:	Shire of Corrigin
Date:	16/07/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.3.6 – WALGA AGM Agenda 2019

SUMMARY
Council is asked to consider the proposed motions for the WALGA AGM and provide direction to the Shire of Corrigin voting delegates.

BACKGROUND
Background information is provided in the WALGA AGM agenda.

COMMENT
A summary of the motions in the WALGA AGM agenda is provided below.

3.1 Coastal Erosion
Shire of Gingin motion that WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards. Intergovernmental Agreement to develop a coordinated national approach to Coastal Issues.

3.2 Department of Housing Leasing Residential Property to Charitable Organisations
City of Kwinana motion regarding the Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

3.3 Motorist Taxation Revenue and Spending in WA
Shire of Manjimup motion regarding fair distribution of funding from motorists to road maintenance, congestion and road safety is sought. An inquiry into road user pricing should be established

3.4 Biosecurity Groups (RBGs)
Shire of Bridgetown Greenbushes motion regarding current WALGA policy position that local government isn't supportive of Recognised Biosecurity Groups (RBGs). Since the development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.
Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision. It is timely to review the current policy position.

3.5 WALGA Members Support for Waste to Energy
Shire of Dardanup motion seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members. To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

3.6 Membership of Development Assessment Panels
The Shire of Mundaring motion that the Development Assessment Panel (DAP) includes three experts and two elected members, which is considered by Department of Planning, Lands and Heritage as a balanced decision-making framework. There is a need to strengthen transparency and increase public respect for the DAP process. It is proposed that WALGA advocate for increasing local government membership on DAP.

3.7 Review of the *Mining Act 1978*
The Shire of Dundas motion seeking support for fly in fly out and drive in drive out to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld. That a Memorandum of Understanding (MOU) with Councils is addressed as a compulsory part of the mining application process and that the MOU forms part of the Audit process of the relevant Local Government.

3.8 Financial Assistance Grants
Shire of Dundas motion that acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure. Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth taxation revenue in 1996 to a current figure of around 0.55%; and
Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1% of Commonwealth taxation revenue and therefore to provide a fairer share of Federal funding for our local communities.

3.9 Third Party Appeal Rights
Shire of Bayswater motion regarding further amendments proposed to the preferred model for Third Party Appeals Process.

STATUTORY ENVIRONMENT
NIL

POLICY IMPLICATIONS
Policy 8.9 Elected members' business, conferences and training expenses

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

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
		4.1.1.2	Council is represented on key local organisations and provide feedback and advise to Council on their issues, programs and initiatives

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
(101/2019) Moved: Cr Weguelin ***Seconded: Cr Gilmore***
That Council

1. *endorse delegates to support the proposed motion 3.1 Coastal Erosion as follows:*

That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:

1. Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.

2. Allocation of additional Financial Assistance Grants to address coastal hazards, and broadening of the range of 'disabilities' listed under Financial Assistance Grants to include factors such as the vulnerability of coastal areas and communities to coastal hazards.

3. Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.

4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.

5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaption Research Facility or establishment of a similar body, and continuing support for CoastAdapt. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.

2. *endorse delegates to support the proposed motion from the City of Kwinana that WALGA advocate to the Minister for Housing to:*

1. Cease the policy of the Department of Housing leasing their housing assets to charitable/not for profit organisations who are then eligible for charitable Local Government rate exemptions; or

2. Provide Local Governments with a rate equivalent payment annually as compensation for the loss of rates income; or

3. Include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

3. *endorse delegates to support proposed motion from the Shire of Manjimup to support the independent position of the RAC, that WALGA call on the State and Federal Government to:*

1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's $845m road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and

2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.

4. *endorse delegates to exercise discretion to support or not support the proposed motion from the Shire of Bridgetown-Greenbushes that WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.*

5. *endorse delegates to support the proposed motion from the Shire of Dardanup that WALGA continue to support Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 and seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.*

In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.

6. *endorse delegates to support the proposed motion from the Shire of Mundaring that WALGA investigate increasing Local Government membership in Development Assessment Panels*

7. *endorse delegates to support the proposed motion from the Shire of Dundas that:*

1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the outdated Mining Act 1978 and that the revision address FIFO and DIDO, and its impact on local communities; and

2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the community by having the mining company contribute to local infrastructures as a legacy project.

8. *endorse delegates to support the proposed motion from the Shire of Dundas that WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth taxation revenue.*

9. *endorse delegates to exercise discretion to support or not support the proposed motion from the Shire of Bayswater that:*

1. there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal an;

2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

Carried 6/0

16 NEXT MEETING

Ordinary Council meeting on Tuesday 20 August 2019 at 3.00pm.

17 MEETING CLOSURE

The Chairperson, Shire President Cr. L Baker closed the meeting at 4.24pm.

President:_____Date:_____