



MINUTES

ORDINARY COUNCIL MEETING

16 April 2024

UNCONFIRMED

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

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1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 3:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff, and members of the public were advised that the Council meeting was being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M B Dickinson

Cr. M A Weguelin

Cr. M R Leach

Cr. B E Filinski

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

Community Resource Centre Coordinator

N A Manton

K A Caley

J M Filinski

C E Negri

APOLOGIES

LEAVE OF ABSENCE

Cr. Jacobs requested a leave of absence for the period 5 June to 10 July 2024 including Council meeting on 18 June 2024.

COUNCIL RESOLUTION

23/2024 Moved: Cr. Dickinson

Seconded: Cr. Weguelin

That Cr. Jacobs be granted leave of absence for the period from 5 June to 10 July 2024.

Carried 7/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski

Against: Nil

3 PUBLIC QUESTION TIME

4 MEMORIALS

The Shire has been advised that William (Bill) Matthews has passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

CEO N Manton declared a financial interest in Item 8.2.1 – CEO Performance Review Occasional Committee Recommendations as it relates to CEO salary.

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 March 2024 (Attachment 7.1.1).

COUNCIL RESOLUTION

24/2024 Moved: Cr. Dickinson Seconded: Cr. Fare

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 March 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE MEETING

Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 9 April 2024 (Confidential Attachment 7.2.1).

COUNCIL RESOLUTION

25/2024 Moved: Cr. Filinski Seconded: Cr. Jacobs

That Council receives and notes the Minutes of the CEO Performance Review Occasional Committee Meeting held on Tuesday 9 April 2024 (Confidential Attachment 7.2.1).

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/04/2024
Reporting Officer:	Karen Wilkinson, Senior Finance Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – March 2024

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of March 2024.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political, and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

26/2024 Moved: Cr. Weguelin

Seconded: Cr. Filinski

That Council receives the list of accounts paid during the month of March 2024 as per the attached Schedule of Payment, and as summarised below:

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

Cheque Payments	020979 - 020979	\$31,091.10
EFT Payments	EFT19822 - EFT19906	\$597,909.13
Direct Debit Payments		\$44,257.21
EFT Payroll Payments		\$150,470.64

Total Municipal Account Payments \$823,728.08

Trust Account

EFT Payments	EFT19856	\$2,429.57
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Total Trust Account Payments \$2,429.57

Edna Stevenson Trust Account

EFT Payments	EFT19855	\$15.99
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Total Trust Account Payments \$15.99

Licensing Trust Account

Direct Debit Payments		\$41,710.20
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Total Licensing Trust Account Payments \$41,710.20

Total of all Accounts \$867,883.84

Carried 7/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski

Against: Nil

8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	09/04/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 March 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 March 2024.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of \$10,000) are included in the variance report.

COMMENT

Item	Reference
<p>Cash at Bank The total cash as at 29 February 2024 was \$7,542,864. This is comprised of \$609,417 municipal funds (Municipal Bank Account and various till floats), \$2,012,511 in short term investment and \$4,920,936 in reserve funds.</p>	<p>Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts</p>
<p>Capital Acquisitions The capital budget is approximately 55% complete as at the 31 March 2024. <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor. <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of finalising evaluations of quotes. <u>Plant and Equipment</u> – The Jet patcher is scheduled to arrive in April 2024. The Manager of Works and Services vehicle is scheduled for delivery in April 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction. <u>Roads</u> – Projects are on schedule. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in April 2024. The project has been pushed back a month to allow for the road projects to be completed and experienced staff be available to complete the works. <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. Swimming pool expansion joints are on track to be completed at the end of the summer season.</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>

<p>Receivables Rates outstanding is \$63,022. 98% of rates have been collected for the year compared to 97% in March 2023. Current receivables of \$202,088 include \$176,000 of grant funding claims for capital road projects.</p>	<p>Page 14 – Receivables</p>
<p>Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$2,513,453 which is comprised of \$8,084,732 Current Assets less \$568,084 Current Liabilities less \$5,003,195 Adjustments to Net Current Assets.</p>	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

Further information on the March financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

s. 6.4 Local Government Act 1995, Part 6 – Financial Management
r. 34 Local Government (Financial Management) Regulations 1996
r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

27/2024 Moved: Cr. Jacobs

Seconded: Cr. Leach

That Council accepts the Statement of Financial Activity for the month ending 31 March 2024 as presented, along with notes of any material variances.

Carried 7/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski

Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	11/04/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 8.2.1 – CEO Performance Review Summary Report

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's (CEO) Performance Review is confidential in accordance with section 5.23(2)(a) of the *Local Government Act 1995* because it deals with matters affecting an employee of Council.

COUNCIL RESOLUTION

28/2024 Moved: Cr. Fare

Seconded: Cr. Weguelin

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

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

K Caley, C Negri and J Filinski left the meeting at 3:06pm

SUMMARY

The CEO Performance Review Occasional Committee is recommending that Council endorse the resolutions from the meeting held on 9 April 2024 regarding the CEO's performance.

BACKGROUND

Council appointed Mrs Natalie Manton as the Shire of Corrigin CEO for a three year period commencing 6 March 2018 and expiring on 5 March 2021. At the Ordinary Council meeting held on 20 October 2020 Council voted to renew the CEO contract for a further period of five years commencing on 6 March 2021.

The CEO's performance review was undertaken on 9 April 2024, in accordance with the terms of the Contract of Employment and the *Local Government Act 1995*.

To assist Council in the process of review, the CEO prepared a confidential report outlining evidence of achievements measured against the performance criteria. Independent consultants Price Consulting Pty Ltd were engaged to assist with the review.

COMMENT

A confidential report was presented to the CEO Performance Review Committee as part of the performance review process.

The summary performance review report is included as an attachment.

STATUTORY ENVIRONMENT

Local Government Act 1995

s.5.38 Annual review of employees' performance

s.5.39 Contracts for CEO and senior employees

3.39A Model standards for CEO recruitment, performance and termination

Local Government Administration Regulations

Division 3 Standards for CEO recruitment, performance and termination

POLICY IMPLICATIONS

5.21 CEO Performance Review

FINANCIAL IMPLICATIONS

CEO salary is contained in the annual budget.

On Friday 05 April 2024, the Salaries and Allowances Tribunal released the 2024 Local Government Chief Executive Officers and Elected Members Determination setting salaries, allowances, fees etc effective 01 July 2024. The significant changes in this Determination include:

- An increase to the CEO Band 4 remuneration range
- A 4% increase to all CEO and Elected Member Bands
- An additional 0.5% increase to all CEO Bands to reflect the legislated increase to the superannuation guarantee
- A change to the Motor Vehicle section of the Determination (Part 5) for regional Band 3 and 4 Local Governments means any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package. This provides further flexibility in setting the Total Reward Package for a CEO.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

29/2024 Moved: Cr. Weguelin

Seconded: Cr. Fare

That Council:

1. *Notes that the performance appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of April 2023 to March 2024.*
2. *Endorses by absolute majority the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.*
3. *Approves an increase of 6% to the salary component of the CEO's Total Remuneration Package, effective 1 July 2024.*
4. *Approves the CEO's Performance Criteria for the 2024-2025 period, as per Attachment 1.*

Carried By Absolute Majority 7/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski

Against: Nil

COUNCIL RESOLUTION

30/2024 Moved: Cr. Jacobs

Seconded: Cr. Filinski

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

Carried 7/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski

Against: Nil

K Caley, C Negri and J Filinski re-entered the room at 3:11pm

8.2.2 2024/2025 COMMUNITY ASSISTANCE PROGRAM

Applicant:	Shire of Corrigin
Date:	09/04/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 - 2024/2025 Community Assistance Program Applications (Financial Information is provided under separate confidential cover)

SUMMARY

Council is requested to consider the applications received for the 2024/2025 Community Assistance Program.

BACKGROUND

Council established the Budget Consideration/Preparation and Community Grants Program policy in 2002. The policy was reviewed and updated in 2022 to provide guidelines on funding amounts and eligibility criteria.

The Community Assistance Program is designed to give financial assistance to the Corrigin community not for profit organisations and groups for various sponsorships, awards, projects, and events.

COMMENT

The 2024/2025 Community Assistance Program commenced advertising to the community in January 2024 with applications sent directly to many of Corrigin's community groups and sporting clubs personally inviting applications from each group. The program was also advertised to the wider community as per the table below:

Facebook	24 January 2024 1 February 2024 6 February 2024 12 February 2024 21 February 2024
Shire Newsletter	February 2024 January 2024 March 2024
The Windmill Newspaper	Edition 1, 12 February 2024 Edition 3, 11 March 2024

Only one application was received by the original closing date. However, it was decided to extend the closing date until Friday, 12 April 2024. As of the date of this item, The Corrigin Triathlon in partnership with the Corrigin P&C have indicated they will submit an application by the extended deadline with no other applications or acknowledgement of a potential application being received from other community groups. The total requested provided in the below table for the Corrigin Triathlon is indicative only and is subject to change on receipt of the finalised application.

Applications are as follows:

Organisation	Funding Category	Maximum Council Contribution	Total Requested
Corrigin Tennis Club	Community Grants	\$5,000	\$3,800
Corrigin Triathlon in partnership with Corrigin P&C	Community Grants	\$5,000	\$4,500

The Corrigin Bowling Club is currently exploring avenues for securing funding to upgrade the lights on the bowling green. The club will meet with representatives from the Department Local Government, Sport and Cultural Industries on 14 May to discuss the lighting upgrade proposal.

Selection Criteria:	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.11 Community Assistance Program

FINANCIAL IMPLICATIONS

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

- Community Donations \$5,000 Maximum contribution of \$500 per application
- Community Grants \$15,000 Maximum contribution of \$5,000 per application
- Significant Events \$15,000 Maximum contribution of \$10,000 per application

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin's arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations and the needs of our diverse community.	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

31/2024 Moved: Cr. Jacobs

Seconded: Cr. Dickinson

That Council accepts the application from the Corrigin Tennis Club and considers a provision of \$3,800 towards the removal of asbestos and replacement of eaves and gutters at the Corrigin Tennis Clubhouse in the 2024/2025 budget.

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

ORIGINAL MOTION

Moved: Cr. Jacobs

Seconded: Cr. Leach

That Council consider a future application from the Corrigin Triathlon with a provision up to \$2,500 towards the traffic management for the 2025 Corrigin Triathlon event in the 2024/2025 budget.

AMENDMENT

32/2024 Moved: Cr. Weguelin

Seconded: Cr. Fare

- 1. Substitute the amount of \$2,500 for \$4,500.*
- 2. Add the words “subject to a meeting taking place with the CEO and traffic management company with the goal of lowering the cost” after the words 2024/2025 budget.*

Carried 4/3

*For: Cr. Weguelin, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Cr. Hickey, Cr. Jacobs and Cr. Dickinson*

COUNCIL RESOLUTION

33/2024 Moved: Cr. Weguelin

Seconded: Cr. Fare

That Council consider a future application from the Corrigin Triathlon with a provision up to \$4,500 towards the traffic management for the 2025 Corrigin Triathlon event in the 2024/2025 budget, subject to a meeting taking place with the CEO and traffic management company with the goal of lowering the cost.

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

COUNCIL RESOLUTION

34/2024 Moved: Cr. Jacobs

Seconded: Cr. Weguelin

That Council accepts the application from 1922 & You for a provision of up to \$3,000 for the purchase of seating and tables in the 2024/2025 budget.

Carried 7/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare, Cr. Leach and Cr. Filinski
Against: Nil*

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

The President recently attended the WALGA Central Country Zone meeting in Pingelly. A meeting is scheduled to meeting with Hon Reece Whitby Minister for Energy, Environment and Climate Action regarding proposed waste levy.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

Cr. Jacobs also attending the WALGA Central Country Zone meeting in Pingelly along with Cr Hickey and CEO N Manton and note the following points of interest:

The Shire of Pingelly recently announced an initiative to offer grants of up to \$50,000 to attract or expand businesses in the shire and a printing business has taken up the grant.

The shire has undertaken an initial consultation for establishing an independent school, with the goal to retain more high school students within the town's education system.

Hon Steve Martin, MLC Member for the Agricultural Region confirmed the funding agreement had been signed for the Wheatbelt Secondary Freight Network and raised concerns over the decline in the number of houses in the region compared to 2017 despite assurances from the government that the number of houses had increased.

The new firearm legislations set to be implemented in 6 weeks was discussed.

Mr Martin identified the recent decision to prevent tourists from passing through Horizontal Falls from 2028 as a potential concern for local wheatbelt tourist attractions such as Wave Rock. The government intervention aimed to balance tourism and protect the environment has been welcomed by traditional owners. Cr Jacobs noted that the decision may have implications for natural tourist attractions in Corrigin and surrounding areas.

Cr Jacobs also mentioned that Hon Shelly Payne MLC, Member for the Agricultural Region discussed several government initiatives and available grants, including the provision of free flu vaccines.

Cr. Jacobs was dissatisfied with Ms Payne's limited response to queries at the zone meeting about assistance for sheep farmers to manage cash flow as a result of the proposed ban on live sheep trade and provided information about farmer support services.

Cr. Jacobs reported that concerns were expressed by delegates at the meeting about the high turnover of Local Government Ministers, with seven different appointments in the past five years. Cr. Jacobs and other delegates felt that the role was used by politicians as a stepping stone to further their careers and more consistency is needed.

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 21 May 2024.

16 MEETING CLOSURE

The President Cr. D Hickey closed the meeting at 3:34pm and thanked everyone for their attendance.

UNCONFIRMED



Agenda Attachments

APRIL 2024

ATTACHMENT 7.1.1 - COUNCIL MINUTES – 19 MARCH 2024

ATTACHMENT 7.2.1 - CEO PERFORMANCE REVIEW MINUTES – 9 APRIL 2024

ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – MARCH 2024

ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT FOR PERIOD ENDING 31 MARCH 2024

ATTACHMENT 8.2.1 - CEO PERFORMANCE REVIEW SUMMARY REPORT

ATTACHMENT 8.2.2 - COMMUNITY ASSISTANCE PROGRAM APPLICATIONS



MINUTES

ORDINARY COUNCIL MEETING

19 March 2024

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 19 March 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

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1 DECLARATION OF OPENING

The Chairperson, President Cr. D Hickey opened the meeting at 3:02pm and acknowledged the Noongar people as the traditional custodians of the land and paid his respects to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff, and members of the public were advised that the Council meeting was being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M B Dickinson

Cr. M A Weguelin

Cr. M R Leach

Chief Executive Officer

Executive Support Officer

N A Manton

J M Filinski

APOLOGIES

Deputy Chief Executive Officer

K A Caley

Cr. B E Filinski

3 PUBLIC QUESTION TIME

4 MEMORIALS

The Shire has not been advised of any passings since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

NIL

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 February 2024 (Attachment 7.1.1).

COUNCIL RESOLUTION

12/2024 Moved: Cr. Dickinson Seconded: Cr. Jacobs

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 February 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach
Against:*

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 12 March 2024 (Attachment 7.2.1).

COUNCIL RESOLUTION

13/2024 Moved: Cr. Dickinson Seconded: Cr. Weguelin

That Council receives and notes the Minutes of the Audit and Risk Management Committee meeting held on Tuesday 12 March 2024 (Attachment 7.2.1).

Carried 6/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach
Against:*

7.2.2 BUSH FIRE ADVISORY COMMITTEE

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 March 2024 (Attachment 7.2.2).

COUNCIL RESOLUTION

14/2024 Moved: Cr. Dickinson Seconded: Cr. Weguelin

That Council receives and notes the Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 March 2024 (Attachment 7.2.2).

Carried 6/0

*For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach
Against:*

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/03/2024
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 – February 2024

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of February 2024.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political, and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

15/2024 Moved: Cr. Weguelin

Seconded: Cr. Leach

That Council receives the list of accounts paid during the month of February 2024 as per the attached Schedule of Payment, and as summarised below:

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

Cheque Payments	020977 - 020978	\$1,763.14
EFT Payments	EFT19676 - EFT19821	\$968,346.02
Direct Debit Payments		\$59,614.08
EFT Payroll Payments		\$137,446.24
Total Municipal Account Payments		\$1,167,169.48

Trust Account

EFT Payments	EFT19794 - EFT19795	\$37.40
Total Trust Account Payments		\$37.40

Edna Stevenson Trust Account

EFT Payments	EFT 19675	\$22,500.00
Direct Debit Payments		\$4,400.00
Total Edna Stevenson Trust Account Payments		\$26,900.00

Licensing Trust Account

Direct Debit Payments		\$34,943.70
Total Licensing Trust Account Payments		\$34,943.70

Total of all Accounts

\$1,229,050.58

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/03/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 29 February 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 29 February 2024.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of \$10,000) are included in the variance report.

COMMENT

Item	Reference
<ul style="list-style-type: none"> Cash at Bank The shires total cash as at 29 February 2024 was \$7,449,519. This is composed of \$522,925 municipal funds (Municipal Bank Account and various till floats), \$2,005,659 in short term investment and \$4,920,936 in reserve funds. 	Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts
<ul style="list-style-type: none"> Capital Acquisitions The capital budget is approximately 51% complete at the 29 February 2024. <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor. <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of finalising evaluations of quotes. <u>Plant and Equipment</u> – The Jet patcher is scheduled to arrive in March/April 2024. The Manager of Works and Services vehicle is scheduled for delivery in April 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction. <u>Roads</u> – Projects are on schedule. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in April 2024. The project has been pushed back a month to allow for the road projects to be completed and experienced staff be available to complete the works. <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. 	Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets

<p>Swimming pool expansion joints are on track to be completed at the end of the summer season.</p>	
<ul style="list-style-type: none"> Receivables Rates outstanding is \$127,973. 95.8% of rates have been collected for the year compared to 94.9% in February 2023. Current receivables of \$328,571 include \$304,811 of grant funding claims for capital road projects. 	<p>Page 14 – Receivables</p>
<ul style="list-style-type: none"> Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$2,677,622 which is composed of \$8,815,798 Current Assets less \$988,662 Current Liabilities less \$5,149,514 Adjustments to Net Current Assets. 	<p>Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.</p>

Further information on the February financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

- s. 6.4 Local Government Act 1995, Part 6 – Financial Management
- r. 34 Local Government (Financial Management) Regulations 1996
- r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

UNCONFIRMED

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

COUNCIL RESOLUTION

16/2024 Moved: Cr. Jacobs

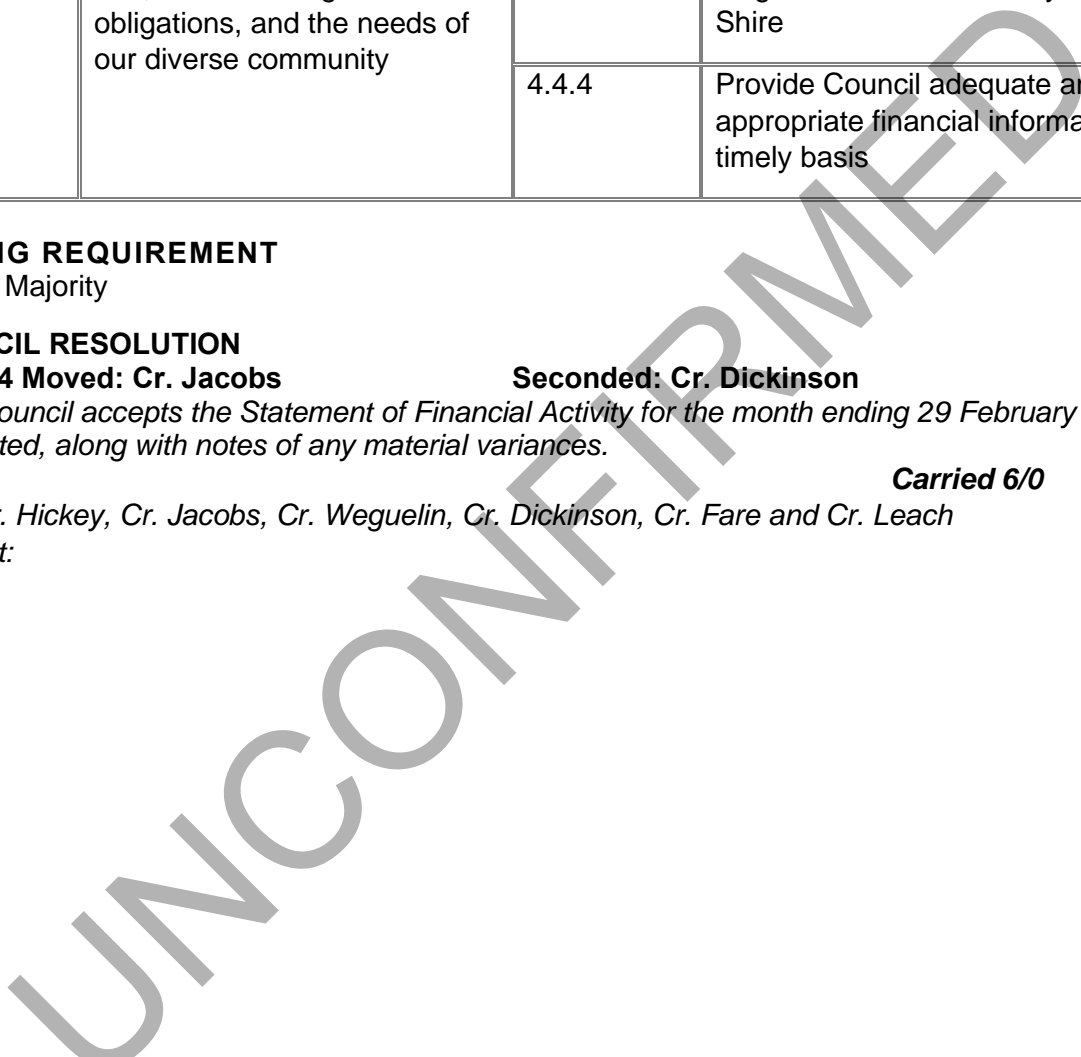
Seconded: Cr. Dickinson

That Council accepts the Statement of Financial Activity for the month ending 29 February 2024 as presented, along with notes of any material variances.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:



8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	13/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 8.2.1 - Compliance Audit Return 2023 - Draft

SUMMARY

Council is requested to review and endorse the 2023 Compliance Audit Return.

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2024. The period examined by this audit is 1 January 2023 to 31 December 2023.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the Council Minutes to the Department by 31 March 2024.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail. The audit findings must be recorded in the supplied pro-forma which has been completed and is provided below.

COMMENT

The Compliance Audit Return has been carried out by the Chief Executive Officer in conjunction with the administration staff against the following criteria:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

STATUTORY ENVIRONMENT

Local Government Act 1995, s 7.13(1)(i)

r. 13 of the Local Government (Audit) Regulations 1996

r.14 Compliance Audits by Local Governments

r.15 Compliance Audit Return, certified copy of etc. to be given to Executive Director

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	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

COUNCIL RESOLUTION

17/2024 Moved: Cr. Leach

Seconded: Cr. Weguelin

That Council endorse the completed Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as attached in Attachment 8.2.1 for certification by the Shire President and Chief Executive Officer and submission to the Department local Government, Sport and Cultural Industries.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.2.2 BUSH FIRE ADVISORY COMMITTEE MEETING RECOMMENDATIONS

Applicant:	Bush Fire Advisory Committee
Date:	11/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	ES.0028, ES.0006
Attachment Ref:	Attachment 8.2.2 – Firebreak Order 2024/25

SUMMARY

This item seeks Council's endorsement of the recommendations from the Bush Fire Advisory Committee meeting.

BACKGROUND

The Council of the Shire of Corrigin has established and maintained a Bush Fire Advisory Committee in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

The objectives of the Bush Fire Advisory Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Bush Fire Advisory Committee provides advice to the Shire of Corrigin on matters relating to:

- preventing, controlling, and extinguishing of bush fires
- planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers, and Harvesting Ban Officers
- ensuring co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee meet twice yearly and confirm the requirements for:

- Restricted and Prohibited Burning Periods
- Automatic Harvest and Movement of Vehicle Ban
- Burning on Sundays
- Easter and Public Holidays
- Movement of Vehicle Ban

COMMENT

The recommendations of the Corrigin Bush Fire Advisory Committee enable the Shire of Corrigin to comply with its statutory requirements in relation to the *Bush Fire Act 1954*.

STATUTORY ENVIRONMENT

Bushfire Act 1954

Section 67 of the Bush Fires Act 1954

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

(3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –

- a. Make rules for the guidance of the committee; and*
- b. Accept the resignation in writing of, or remove, any member of the committee; and*
- c. Where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*

(4) A committee appointed under this section –

- a. May from time to time meet and adjourn as the committee thinks fit;*
- b. Shall not transact business at a meeting unless the quorum fixed by the local government is present;*
- c. Is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

Section 41 – Bush fire brigades

1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

(2) A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.

(2a) A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).

(3) A local government may at any time cancel the registration of a bush fire brigade.

Section 43 – Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade and prescribe their respective duties.

POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control Officer Eligibility
 Policy 9.3 Bush Fire Control

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.5	Support emergency services planning, risk mitigation, response and recovery	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response
		1.5.2	Scenario planning and training

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

18/2024 Moved: Cr. Dickinson

Seconded: Cr. Fare

That Council adopt the Bush Fire Advisory Committee’s recommendations 1-7 en bloc.

1. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Greg Evans be appointed Chief Bush Fire Control Officer for 2024/25.

2. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Steven Bolt appointed Deputy Chief Bush Fire Control Officer for 2024/25.

3. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the following people be appointed as Bush Fire Control Officers for 2024/25:

Bilbarin Brigade

Sadow Jacobs	PO Box 37	Corrigin	0427 652 042
Bruce Mills	Post Office	Corrigin	0428 956 779
Steven Bolt	PO Box 226	Corrigin	0427 652 043
Paul McBeath	PO Box 87	Corrigin	0427 629 024

Bullaring Brigade

Juan Baker	PO Box 305	Corrigin	0427 378 970
Greg Evans	Post Office	Bullaring	0429 657 021
Craig Jespersen	PO Box 18	Yealering	0427 887 075
Joel Bell	PO Box 45	Corrigin	0429 657 097

Bulyee/Kunjin Brigade

John Hewett	PO Box 239	Corrigin	0427 632 480
Braden Grylls	PO Box 115	Corrigin	0428 658 048
Craig Poultney	PO Box 267	Corrigin	0427 454 002
Kim Sturges	PO Box 130	Corrigin	0488 658 040

Corrigin East Brigade

Tim George	PO Box 159	Corrigin	0427 655 045
Kim Courboules	PO Box 79	Corrigin	0427 632 624
Bruce Talbot	PO Box 75	Corrigin	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26	Corrigin	0488 632 107
Adam Rendell	PO Box 200	Corrigin	0427 632 291
Natalie Manton	PO Box 221	Corrigin	0427 425 727
Jason Carrall			0448 494 027

4. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell be appointed as Fire Weather Officers for 2024/25.

5. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Juan Baker (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable) as authorised Harvest Ban Officers for 2024/25.

6. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That that Community Emergency Services Manager Jason Carrall be appointed as Training Officer for 2024/25.

7. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the following people be appointed as Dual Fire Control Officers for 2024/25:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Craig Poultney
Wickepin Shire	Craig Jespersen, Joel Bell
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Bruce Talbot
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Greg Evans, Braden Grylls

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

COUNCIL RESOLUTION

19/2024 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council adopt the 2024/25 Firebreak Order as provided in Attachment 8.2.3 with minor amendment to remove obsolete landline phone numbers of Fire Control Officers.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.2.3 PROPOSED LOCAL LAW – BUSH FIRE BRIGADE

Applicant:	Shire of Corrigin
Date:	12/03/2024
Reporting Officer:	Heather Talbot, Project Officer
Disclosure of Interest:	NIL
File Ref:	ES.0002
Attachment Ref:	Attachment 8.2.3.1 – Proposed Bush Fire Brigade Local Law 2024 Attachment 8.2.3.2 – DFES letter – Establishment of Bush Fire Brigades

SUMMARY

To commence the statutory process for adoption of a local law relating to the establishment of Bush Fire Brigades in accordance with the *Local Government Act 1995* section 3.12.

BACKGROUND

This proposed local law follows from correspondence received from the Department of Fire and Emergency Services (DFES) to Council in January 2023:

If a Bush Fire Brigade is established, then this must be done in accordance with a Local Government's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954*.

The Western Australian Local Government Association (WALGA) also provided advice to Council regarding this matter and both formed the legal position that if a local government has exercised discretion to establish a Bush Fire Brigade then it must do so by making a Local Law.

The Shire of Corrigin currently has no local law regarding the establishment of Bush Fire Brigades and therefore was advised by both DFES and WALGA to start the process of adopting a relevant local law.

COMMENT

As the Shire currently has no Bush Fire Brigades Local Law it is suggested that a new local law be adopted. A draft Shire of Corrigin Bush Fire Brigades Local Law 2024 has been completed and is attached.

The proposed Shire of Corrigin Bush Fire Brigades Local Law 2024 is based on the WALGA model local law, with some minor changes to suit a rural local government the size and nature of the Shire of Corrigin.

The process for adopting a local law is set out in section 3.12 of the *Local Government Act 1995*. The statutory process is the same for making, amending, or revoking a local law-

- Local public notice inviting public comment – minimum of six weeks
- During this time, submit to the Department of Local Government, Sport and Cultural Industries (DLGSC) and other relevant departments.
- At the end of the public consultation period, a summary of public comments and any changes recommended by the DLGSC and in this case the Department of Fire and Emergency Services (DFES) to Council for decision regarding those comments, and consideration of any changes to the draft local law.
- Final adoption of the local law by Council
- Local public notice is to be given of the adoption, publication, and commencement date of the local law.
- Submission of all necessary documents to the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) for their review.

Local public notice of a proposed local law stating the purpose and effect of the law requires that the community be given the opportunity to comment for a minimum of six weeks. The notice is required to be published on the Shire's website and at least three other places.

Should significant amendments be made at the time of final adoption, the statutory public comment period must be recommenced.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the local law until after it has been formally adopted or gazetted.

Section 3.12 of the *Local Government Act 1995* states that the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

The purpose and effect of the proposed *Shire of Corrigin Bush Fire Brigades Local Law 2024* is:

Purpose: To provide a statutory means of effectively governing the operations of bush fire brigades within the Shire of Corrigin.

Effect: To allow bush fire brigades to be sufficiently governed so as to provide an acceptable standard for the operations of bush fire brigades within the community.

As well as adopting this local law it is suggested Council adopts a new set of procedures for the effective management of Bush Fire Brigades.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.12. Procedure for making local laws
Bush Fires Act 1954 s41. Bush fire brigades

POLICY IMPLICATIONS

Policy 9.3 – Bush Fire Control

FINANCIAL IMPLICATIONS

There are costs associated with the drafting, advertising, and gazettal of the local law.

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

COUNCIL RESOLUTION

20/2024 Moved: Cr. Fare

Seconded: Cr. Weguelin

That Council pursuant to Section 3.12 of the Local Government Act 1995 resolves to:

1. *Adopt the proposed Draft Shire of Corrigin Bush Fire Brigades Local Law 2024 for advertising;*
2. *Give local public notice stating that:*
 - a. *The Shire of Corrigin proposes to make a Bush Fire Brigades Local Law;*
 - i. *The purpose of which is to provide a statutory means of effectively governing the operations of bush fire brigades within the Shire of Corrigin*
 - ii. *The effect of which is to allow bush fire brigades to be sufficiently governed so as to provide an acceptable standard for the operations of bush fire brigades within the community.*
 - b. *A copy of the proposed local law may be inspected or obtained at the Shire administration office or on the Shire website.*
 - c. *Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than six weeks after the notice is given.*
3. *As soon as the notice is given a copy of the proposed local law and notice is to be sent to the Minister for Local Government and the Minister for Emergency Services.*
4. *Supply a copy of the proposed local law to any person requesting it.*
5. *The results of the public consultation be presented to Council for consideration of any submission received following the closure of submissions.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.2.4 NOTICE OF INTENT TO DRAIN– RENDELL

Applicant:	Adam Rendell
Date:	12/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	A305
Attachment Ref:	Attachment 8.2.4 – Notice of Intent to Drain - Rendell

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 46 on Plan 40903.

BACKGROUND

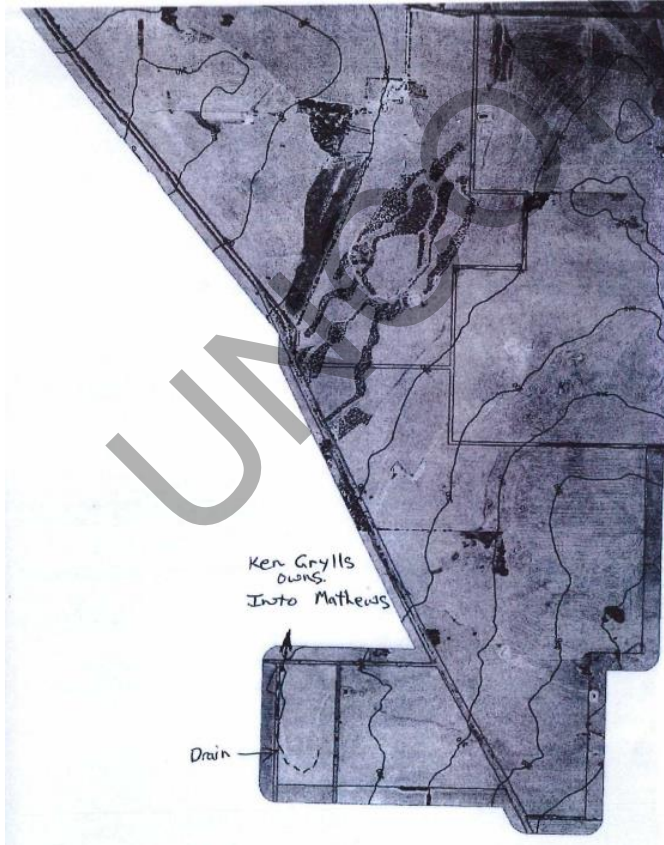
The Deputy Commission of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct 1.2 kilometres of drains to a depth of 1.5 metres over an area of 23 hectares. The earthworks are to be completed by the property owner to discharge water in into the neighbouring property.

The specific details of proposed works are included in Attachment 8.2.4.

The following image shows the proposed new drains.



The following aerial images show the wider landscape for context.



COMMENT

The neighbours to the north have been consulted and have confirmed they have no objection to the proposal.

The drainage will not impact on shire owned roads or associated infrastructure.

The owner has been advised that the drain is not to be constructed on the closed road reserve on the western boundary.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986
Soil and Land Conservation Act 1945
Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

OBJECTIVE: ENVIRONMENT

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.5	Conservation of our natural environment	3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

21/2024 Moved: Cr. Leach

Seconded: Cr. Jacobs

That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 46 on Deposited Plan 40903.

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.2.5 COMMUNITY EMERGENCY SERVICES MANAGER MOU

Applicant:	Shire of Corrigin
Date:	12/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 8.2.5 – MOU – CESM – Shires of Brookton, Pingelly and Corrigin 2024

SUMMARY

Council is asked to endorse the revised Memorandum of Understanding (MOU) for a Community Emergency Services Manager (CESM) with the Shires of Brookton and Pingelly.

BACKGROUND

The Shires of Brookton, Corrigin, and Pingelly initially agreed to participate in a three-year MOU agreement for the CESM position in 2020 based on the 60/40 funding model as offered by the DFES Commissioner.

The CESM program has worked well over past three years and all three local governments are keen to see it continue. A revised draft MOU has been prepared by DFES for a three year term with an option for a further three years.

The purpose of the MOU is to outline the roles and responsibilities of the local governments and the Department of Fire and Emergency Services (DFES) to manage the CESM role.

The CESM assists the Shire of Corrigin with the following tasks:

- enhanced capacity and capability of volunteers and provision of on-ground support to Incident Controller in response to emergency incidents
- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.
- operate to a consistent set of protocols and equipment standards.
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes.
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members.
- provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond.
- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
- enhance community ownership of fire prevention and preparedness programs and activities.

COMMENT

Emergency management and compliance requirements have increased in recent years and there are many areas where further support and assistance from the CESM is required.

The Shire of Brookton is willing to continue to host the position and cover the administration costs.

The current arrangement for the CESM to provide support to the Shire of Corrigin for three days per fortnight is expected to continue.

The CESM will be employed under the terms and conditions of the Shire of Brookton Enterprise Agreement and will operate under the supervision of the DFES Area Officer Narrogin West and the Shire of Brookton CEO.

STATUTORY ENVIRONMENT

*Local Emergency Management Act 2005
s.39 Local Emergency Management Committees*

POLICY IMPLICATIONS

9.3 Bushfire Control

FINANCIAL IMPLICATIONS

The Shire of Corrigin portion of the 40% financial contribution to the joint CESM position is approximately \$20,000 per annum and this amount has been included in the Shire of Corrigin 2023/24 budget.

The Shire of Brookton provides primary office space and employee administrative support.

The Shire of Corrigin provides office space and occasionally covers the cost of accommodation in Corrigin.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

22/2024 Moved: Cr. Weguelin

Seconded: Cr. Dickinson

That Council:

- 1. Endorse the Community Emergency Service Manager (CESM) Memorandum of Understanding between the Department of Fire and Emergency Services and the Shires of Brookton, Corrigin and Pingelly for a period of three years from the date of signing with an option of a further three-year term.*
- 2. Authorise the Chief Executive Officer to execute the document on behalf of the Shire of Corrigin subject to any minor variations.*

Carried 6/0

For: Cr. Hickey, Cr. Jacobs, Cr. Weguelin, Cr. Dickinson, Cr. Fare and Cr. Leach

Against:

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

The President has been away for a time and had not prepared a report for this meeting.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

Cr. Jacobs attended the Wheatbelt South Regional Road Group meeting on 15 March 2024 with CEO N Manton and Manager of Works and Services T Barron. Cr. Jacobs noted some key points from the meeting:

- Main Roads WA advised that stop signs on railway crossings on closed lines will be replaced with give way signs.
- The funding agreement for the Wheatbelt Secondary Freight Group has still not been signed.
- Discussions around the difficulty of gaining native vegetation clearing permits.
- Discussions of road widths and difficulty finding suitable areas for over width loads to pull off to allow passing traffic due to limited shoulder width. Suggestion that roads near gateways could be widened to allow traffic to pass on narrower roads.
- New funding priorities will be based around road safety, use of recyclable materials and aboriginal employment.

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 16 April 2024.

16 MEETING CLOSURE

The President Cr. D Hickey closed the meeting at 3:28pm and thanked everyone for their attendance.



Chief Executive Officer Performance Review Occasional Committee

Minutes

Tuesday 9 April 2024

Venue: Council Chambers
9 Lynch Street Corrigin

TERMS OF REFERENCE

- Compile the consensus response for each of the key result areas detailed in the CEO's contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

1. DECLARATION OF OPENING

The President Cr D Hickey opened the meeting at 10.00am.

2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. S L Jacobs

Cr. B Fare

Cr. M B Dickinson

Cr. B E Filinski

Cr. M R Leach

Consultant Price Consulting Pty Ltd

Chief Executive Officer

Jane Nicolson

N A Manton 12.00pm

APOLOGIES

Cr. M A Weguelin

3. DECLARATIONS OF INTEREST

The CEO Mrs Natalie Manton declared a financial interest as the agenda item includes information on the CEO salary package.

4. CONFIRMATION AND RECEIPT OF MINUTES

Minutes of the CEO Performance Review Committee meeting held on Tuesday 2 May 2023.

RESOLUTION

Moved Cr Jacobs Seconded Cr Hickey

That the Minutes of the CEO Performance Review Committee meeting held on Tuesday 2 May 2023 be confirmed as a true and correct record.

Carried 6/0

For: Cr. Hickey, Cr. Jacob, Cr Fare, Cr. Dickinson, Cr. Filinski, Cr. Leach

Against Nil

5. MATTERS ARISING FROM THE MINUTES

Nil

6. MATTERS REQUIRING A COMMITTEE DECISION

6.1 CHIEF EXECUTIVE OFFICER – ANNUAL REVIEW OF PERFORMANCE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	8/04/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item related to CEO salary
File Ref:	PER - MANT
Attachment Ref:	Confidential Attachment under separate cover

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council.

RESOLUTION

Moved: Cr Leach **Seconded:** Cr Fare

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

Carried 6/0

J Nicolson, Price Consulting provided an overview of the CEO Performance Review process and facilitated a review of the CEO performance questionnaire and feedback.

Cr Dickinson left the meeting at 11.50am and did not return

Consultant J Nicholson left the meeting 11.50am and returned 12.00pm

N Manton entered the meeting 12.00pm

SUMMARY

The purpose of this report is to review the performance of the Chief Executive Officer (CEO) over the past year.

BACKGROUND

Sections 5.38 and 5.39 (3) (b) and Regulation 18D of the Local Government Act 1995 requires that the performance of the CEO is to be reviewed at least once each year.

The Key Result Areas, associated strategies and actions will be determined by agreement between the employee and employer annually during the term of the contract as outlined in Clause 4.1 of the Contract of Employment.

4.1 Performance Criteria

- (a) The Council and You must negotiate and determine the Performance Criteria.
- (b) The Performance Criteria must be reasonably achievable by You.
- (c) You must use every reasonable endeavour to comply with the Performance Criteria.
- (d) The Performance Criteria –
 - (i) must be reviewed annually by the parties; and
 - (ii) may be amended, from time to time, by agreement in writing between the parties.

4.2 Performance Criteria and performance review

Your performance under this Contract, must be reviewed and determined by the

Reviewer –

- (a) by reference to the Performance Criteria;
- (b) at least annually; and
- (c) more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.

4.3 Selection of Reviewer

- (a) The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -
 - (i) who the Reviewer is to be; and
 - (ii) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.

- (b) For example, the Reviewer may be –
 - (i) the Council;
 - (ii) a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or
 - (iii) a person or body who has been authorised by the Council to conduct the performance review.
- (c) For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in clause 4.3(a), the Council is to make the relevant determination.

COMMENT

Council appointed Mrs Natalie Manton as the Shire of Corrigin CEO for a three year period commencing 6 March 2018 and expiring on 5 March 2021.

At the Council meeting held on 20 October 2020 Council voted to renew the CEO contract for a period of five years commencing on 6 March 2021.

To assist Council in the process of review, the CEO has prepared a confidential report outlining evidence of achievements measured against the performance criteria (under separate cover).

Price Consulting Group Pty Ltd were engaged to conduct a survey of Councillors and prepare a confidential report which is included in (under separate cover).

STATUTORY ENVIRONMENT

The review of the Chief Executive Officer will be conducted in accordance with the following sections of the Local Government Act:

s. 5.38 Annual review of employees' performance

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

s. 5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
 - (1a) *Despite subsection (1) —*
 - (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
 - (b) *a person may be employed by a local government as a senior*

- employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) *A contract under this section —
(a) in the case of an acting or temporary position, cannot be for a term exceeding one year; (b) in every other case, cannot be for a term exceeding 5 years.*
 - (3) *A contract under this section is of no effect unless —
(a) the expiry date is specified in the contract; and
(b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
(c) any other matter that has been prescribed as a matter to be included in the contract has been included.*
 - (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
 - (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
 - (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
 - (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*

5.39A. Model standards for CEO recruitment, performance and termination

- (1) *Regulations must prescribe model standards for local governments in relation to the following —
(a) the recruitment of CEOs;
(b) the review of the performance of CEOs;
(c) the termination of the employment of CEOs.*
- (2) *Regulations may amend the model standards.*

Local Government Administration Regulations 1996

Division 3 Standards for CEO recruitment, performance and termination

POLICY IMPLICATIONS

Council Policy 5.21 requires that the performance of the CEO is to be reviewed by the using the performance criteria contained in the CEO's Position Description. The objectives of the review are to:

- Compile the consensus response for each of the key result areas detailed in the CEO's contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

A review of delegations and Key Performance Indicators forms part of the review process and which will reference s5.41. Functions of CEO under the *Local Government Act 1995*.

A record of proceedings will be prepared by the CEO and when confirmed by the Committee will be forwarded to the next available Council meeting on a confidential basis for consideration.

FINANCIAL IMPLICATIONS

CEO salary is contained in the annual budget.

On Friday 05 April 2024, the Salaries and Allowances Tribunal released the 2024 Local Government Chief Executive Officers and Elected Members Determination setting salaries, allowances, fees etc effective 01 July 2024. The significant changes in this Determination include:

- An increase to the CEO Band 4 remuneration range
- A 4% increase to all CEO and Elected Member Bands
- An additional 0.5% increase to all CEO Bands to reflect the legislated increase to the superannuation guarantee
- A change to the Motor Vehicle section of the Determination (Part 5) for regional Band 3 and 4 Local Governments means any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package. This provides further flexibility in setting the Total Reward Package for a CEO.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Absolute Majority

COMMITTEE'S RECOMMENDATION

Moved: Cr Jacobs **Seconded:** Cr Leach

That Council:

1. *Notes that the performance appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of April 2023 to March 2024.*
2. *Endorses by absolute majority the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.*
3. *Approves an increase of 6% to the salary component of the CEO's Total Remuneration Package, effective 1 July 2024.*
4. *Approves the CEO's Performance Criteria for the 2024-2025 period, as per Attachment 1.*

Carried 5/0

*For: Cr. Hickey, Cr. Jacob, Cr Fare, Cr. Filinski, Cr. Leach
Against Nil*

7. NEXT MEETING

Next meeting to be held in March 2025

8. MEETING CLOSURE

The President Cr D Hickey closed the meeting 12.56pm

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

MUNICIPAL ACCOUNT

CHEQUE PAYMENTS

CHEQUE #	DATE	NAME	DESCRIPTION	AMOUNT
20979	26/03/2024	WATER CORPORATION OF WA	WATER CHARGES	\$ 31,091.10
TOTAL CHEQUE PAYMENTS				\$ 31,091.10

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT19822	07/03/2024	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 409.63
EFT19823	07/03/2024	AMBER CALEY	STAFF REIMBURSEMENT	\$ 58.70
EFT19824	07/03/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 653.00
EFT19825	07/03/2024	ANGIE ROE PHOTOGRAPHY	PROFESSIONAL PHOTOS DEPOSIT	\$ 750.00
EFT19826	07/03/2024	BUSINESS BASE - MCLERNONS	OFFICE FURNITURE	\$ 399.00
EFT19827	07/03/2024	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE	\$ 389.12
EFT19828	07/03/2024	BROWNLEY'S PLUMBING & GAS	BACK FLOW TESTING - STANDPIPES/POOL/CREC	\$ 4,149.20
EFT19829	07/03/2024	CJS AGRI-MECHANICS	PLANT SERVICE - GRADER	\$ 6,483.38
EFT19830	07/03/2024	CORRIGIN FARM IMPROVEMENT GROUP	REFUND FOR OVERPAID DEBTOR INVOICE	\$ 140.00
EFT19831	07/03/2024	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT HEALTH ASSESSMENT	\$ 199.99
EFT19832	07/03/2024	CORRIGIN ROADHOUSE	REFRESHMENTS AND CATERING SUPPLIES	\$ 195.00
EFT19833	07/03/2024	CORRIGIN TYREPOWER	PLANT REPAIRS - SIDE TIPPER	\$ 1,182.00
EFT19834	07/03/2024	DEPT OF FIRE & EMERGENCY SERVICES	2023/24 ESL THIRD QUARTER CONTRIBUTION	\$ 25,014.83
EFT19835	07/03/2024	EXTERIA	PRESSED METAL BIN SURROUNDS FOR ROTARY PARK	\$ 9,543.60
EFT19836	07/03/2024	FREDERICK JOHN BAKER	BOND REFUND	\$ 100.00
EFT19837	07/03/2024	GREENWAY TURF SOLUTIONS	PARKS & GARDENS CHEMICAL	\$ 225.50
EFT19838	07/03/2024	HARRIS ZUGLIAN ELECTRICS	SMOKE ALARM REPLACEMENT - VARIOUS SHIRE PROPERTIES	\$ 3,160.50
EFT19839	07/03/2024	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$ 59.40
EFT19840	07/03/2024	INTERFIRE AGENCIES	BUSHFIRE HELMET	\$ 268.40
EFT19841	07/03/2024	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - REQUEST FOR QUOTE	\$ 192.59
EFT19842	07/03/2024	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING SUPPLIES	\$ 146.00
EFT19843	07/03/2024	METROCOUNT	RUBBER ROAD TUBE FOR METROCOUNTER	\$ 715.00
EFT19844	07/03/2024	NARROGIN CARPETS & CURTAINS	CHILD WARNING LABELS	\$ 6.00
EFT19845	07/03/2024	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS - PRIME MOVER	\$ 722.50
EFT19846	07/03/2024	PJ & MJ TULLOCH	REFUND FOR OVERPAID DEBTOR INVOICE	\$ 4,500.00
EFT19847	07/03/2024	PREPLAN PTY LTD TA ABSOLUTE MITIGATION	FIRE MITIGATION WORKS	\$ 60,176.60
EFT19848	07/03/2024	SCAVENGER FIRE & SAFETY	ANNUAL FIRE EQUIPMENT SERVICING	\$ 2,206.60
EFT19849	07/03/2024	T-QUIP	VERTIMOWER BLADES	\$ 1,081.70

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

EFT19850	07/03/2024	TELSTRA LIMITED	PHONE & INTERNET CHARGES	\$ 762.89
EFT19851	07/03/2024	TRUCK CENTRE (WA) PTY LTD	PLANT SERVICE - PRIME MOVER	\$ 1,615.33
EFT19852	07/03/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	\$ 940.50
EFT19853	07/03/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING - SERVING ON COUNCIL	\$ 495.00
EFT19854	07/03/2024	WILSONS SIGN SOLUTIONS	HONOUR BOARD UPDATES	\$ 249.70
EFT19857	13/03/2024	BABAKIN-CORRIGIN CRICKET CLUB	BOND REFUND	\$ 300.00
EFT19858	13/03/2024	KELLY ROBERTS	STAFF REIMBURSEMENT	\$ 299.00
EFT19859	13/03/2024	KYLIE ANN CALEY	STAFF REIMBURSEMENT	\$ 172.16
EFT19860	21/03/2024	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	\$ 30.60
EFT19861	21/03/2024	ARM SECURITY	ALARM MONITORING SERVICES - SHIRE DEPOT	\$ 164.58
EFT19862	21/03/2024	AVON WASTE	4 WEEKS RUBBISH COLLECTION FOR FEBRUARY 2024	\$ 21,790.68
EFT19863	21/03/2024	BOC LIMITED	MEDICAL OXYGEN	\$ 12.94
EFT19864	21/03/2024	BEST OFFICE SYSTEMS	PRINTING CARTRIDGE	\$ 119.00
EFT19865	21/03/2024	BIG WHEELS TRUCK ALIGNMENT	PLANT REPAIRS - PRIME MOVER	\$ 5,398.03
EFT19866	21/03/2024	BITUTEK PTY LTD	RESEAL - QUAIRADING CORRIGIN ROAD	\$ 207,598.95
EFT19867	21/03/2024	BROWNLEY'S PLUMBING & GAS	CREC - INLINE WATER FILTER	\$ 165.00
EFT19868	21/03/2024	CJS AGRI-MECHANICS	PLANT REPAIRS - GRADER	\$ 20,693.09
EFT19869	21/03/2024	CTI LOGISTICS (FORMERLY STIRLING FREIGHT EXPRESS)	FREIGHT CHARGES	\$ 865.87
EFT19870	21/03/2024	CARIS NEGRI	STAFF REIMBURSEMENT	\$ 58.70
EFT19871	21/03/2024	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 5,961.75
EFT19872	21/03/2024	CORRIGIN HOTEL	REFRESHMENTS AND CATERING SUPPLIES	\$ 207.90
EFT19873	21/03/2024	CORRIGIN MEDICAL CENTRE	PRE-EMPLOYMENT HEALTH ASSESSMENT	\$ 199.99
EFT19874	21/03/2024	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 366.56
EFT19875	21/03/2024	CORRIGIN PHARMACY	FIRST AID SUPPLIES	\$ 68.08
EFT19876	21/03/2024	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER	\$ 245.00
EFT19877	21/03/2024	CORSIGN WA PTY LTD	VARIOUS ROAD SIGNS	\$ 696.74
EFT19878	21/03/2024	D&L STUDIO PTY LTD T/AS - METAL ARTWORK CREATIONS	STAFF AND COUNCILLOR NAME BADGES	\$ 15.24
EFT19879	21/03/2024	ELDERS RURAL SERVICES AUSTRALIA LIMITED	AIRSTRIP - FENCE REPAIR MATERIALS	\$ 126.00
EFT19880	21/03/2024	EXCLUSIONS NETTING SERVICES WA	CREC - BIRD NETTING	\$ 19,969.51
EFT19881	21/03/2024	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES - FEBRUARY TO MARCH 2024	\$ 1,518.90
EFT19882	21/03/2024	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR MARCH 2024	\$ 13,593.66
EFT19883	21/03/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR FEBRUARY 2024 INCLUSIVE OF FUEL CARD PURCHASES	\$ 23,234.22
EFT19884	21/03/2024	HARRIS ZUGLIAN ELECTRICS	DEPOT - LED LIGHT	\$ 157.85
EFT19885	21/03/2024	I SWEEP TOWN & COUNTRY	STREET SWEEPING	\$ 3,927.00
EFT19886	21/03/2024	JOELENE JOY FAWKES	STAFF REIMBURSEMENT	\$ 311.33
EFT19887	21/03/2024	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES	\$ 326.35
EFT19888	21/03/2024	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION	\$ 110.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

EFT19889	21/03/2024	MARKET CREATIONS AGENCY	PROGRESS PAYMENT - WEBSITE REFRESH	\$ 8,664.70
EFT19890	21/03/2024	MERCURE HOTEL PERTH	ACCOMODATION FOR STAFF TRAINING	\$ 895.58
EFT19891	21/03/2024	NARROGIN BETTA HOME LIVING	RANGEHOOD - 36 CAMM STREET	\$ 399.00
EFT19892	21/03/2024	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS - ROLLER	\$ 3,490.38
EFT19893	21/03/2024	NUTURF - (AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD)	UREA GRANULAR FERTILISER	\$ 1,287.00
EFT19894	21/03/2024	PREPLAN PTY LTD TA ABSOLUTE MITIGATION	FIRE MITIGATION WORKS	\$ 94,666.00
EFT19895	21/03/2024	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC MANAGEMENT - CORRIGIN-BABAKIN ROAD	\$ 15,090.41
EFT19896	21/03/2024	S & J BOZANICH EARTHMOVING PTY LTD	PUSH UP 5,000 CUBIC METRES OF GRAVEL	\$ 8,000.00
EFT19897	21/03/2024	SIGMA CHEMICALS	POOL CHEMICALS	\$ 1,339.54
EFT19898	21/03/2024	SHERRIN RENTALS	PLANT HIRE - 15 TONNE PADDED DRUM ROLLER	\$ 5,775.00
EFT19899	21/03/2024	SHIRE OF KULIN	STAFF TRAINING - FORKLIFT	\$ 71.40
EFT19900	21/03/2024	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$ 32.79
EFT19901	21/03/2024	TELSTRA LIMITED	PHONE & INTERNET CHARGES	\$ 1,282.36
EFT19902	21/03/2024	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING SUPPLIES	\$ 48.00
EFT19903	21/03/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING - MEETING PROCEDURES	\$ 385.00
EFT19904	21/03/2024	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 41.00
EFT19905	21/03/2024	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTIONS	\$ 409.63
EFT19906	21/03/2024	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 135.00
TOTAL EFT PAYMENTS				\$ 597,909.13

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15979.1	06/03/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,025.43
DD15979.2	06/03/2024	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 120.06
DD15979.3	06/03/2024	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 372.73
DD15979.4	06/03/2024	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 783.18
DD15979.5	06/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,894.10
DD15979.6	06/03/2024	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,404.48
DD15979.7	06/03/2024	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98
DD15979.8	06/03/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 62.58
DD15979.9	06/03/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 451.09
DD15997.1	04/03/2024	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 1,443.85
DD16022.1	22/03/2024	SYNERGY	ELECTRICITY CHARGES	\$ 3,925.85
DD16023.1	26/03/2024	SYNERGY	ELECTRICITY CHARGES	\$ 4,192.40
DD16024.1	13/03/2024	SYNERGY	ELECTRICITY CHARGES	\$ 4,775.51
DD16025.1	13/03/2024	SYNERGY	ELECTRICITY CHARGES	\$ 2,164.51
DD16029.1	20/03/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 8,105.36

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

DD16029.2	20/03/2024	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 120.06
DD16029.3	20/03/2024	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 362.17
DD16029.4	20/03/2024	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 769.16
DD16029.5	20/03/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,990.27
DD16029.6	20/03/2024	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,303.58
DD16029.7	20/03/2024	CONSTRUCTION & BUILDING UNIONS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 294.98
DD16029.8	20/03/2024	HESTA	SUPERANNUATION CONTRIBUTIONS	\$ 80.83
DD16029.9	20/03/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 509.23
DD15979.10	06/03/2024	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 555.84
DD16029.10	20/03/2024	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	\$ 254.98
TOTAL DIRECT DEBIT PAYMENTS				\$ 44,257.21

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE 070324	07/03/2024	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 82,393.96
PPE 210324	21/03/2024	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 68,076.68
TOTAL EFT PAYROLL PAYMENTS				\$ 150,470.64

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 823,728.08

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT19856	13/03/2024	CO-OPERATIVE BULK HANDLING LIMITED	CORRIGIN DEVELOPMENT FUND - GRAIN FREIGHT FEE	\$ 2,429.57
TOTAL EFT PAYMENTS				\$ 2,429.57

TRUST ACCOUNT - TOTAL PAYMENTS \$ 2,429.57

EDNA STEVENSON TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT19855	13/03/2024	SHIRE OF CORRIGIN - MUNICIPAL	REIMBURSEMENT - OPALS STORAGE	\$ 15.99
TOTAL EFT PAYMENTS				\$ 15.99

EDNA STEVENSON TRUST ACCOUNT - TOTAL PAYMENTS \$ 15.99

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15973.1	01/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 3,383.15
DD15977.1	05/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 451.35
DD15983.1	06/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,238.40
DD15986.1	07/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 6,001.05
DD15991.1	11/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 159.65
DD15993.1	11/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,999.60
DD15996.1	12/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,115.40
DD16005.1	13/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 10,087.30
DD16033.1	14/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 2,725.10
DD16035.1	15/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 815.50
DD16037.1	18/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,827.75
DD16039.1	19/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 132.70
DD16041.1	20/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 713.45
DD16043.1	21/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 730.10
DD16045.1	22/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 5,689.00
DD16047.1	25/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,888.90
DD16051.1	26/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 1,051.50
DD16058.1	27/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 497.80
DD16060.1	28/03/2024	DEPARTMENT OF TRANSPORT	DOT DIRECT DEBIT	\$ 202.50
TOTAL DIRECT DEBIT PAYMENTS				\$ 41,710.20
LICENSING TRUST ACCOUNT - TOTAL PAYMENTS				<u>\$ 41,710.20</u>
TOTAL MUNICIPAL ACCOUNT PAYMENTS				\$ 823,728.08
TOTAL TRUST ACCOUNT PAYMENTS				\$ 2,429.57
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS				\$ 15.99
TOTAL LICENSING TRUST ACCOUNT PAYMENTS				\$ 41,710.20
TOTAL OF ALL ACCOUNT PAYMENTS				<u>\$ 867,883.84</u>

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF MARCH 2024

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
13/02/2024	DEPARTMENT OF COMMUNITIES -WWC	EMPLOYEE WORKING WITH CHILDREN CHECK	\$ 87.00
14/02/2024	ADDPRINT RUBBER STAMPS	DEPARTMENT OF TRANSPORT CERTIFICATION STAMP	\$ 79.50
14/02/2024	OFFICEWORKS	STATIONERY SUPPLIES	\$ 253.42
16/02/2024	CORRIGIN SHIRE LICENSING	PLATE CHANGE FEE FOR COMMUNITY BUS	\$ 18.90
16/02/2024	CORRIGIN SHIRE LICENSING	PLATE CHANGE FEE FOR COMMUNITY BUS	\$ 18.90
16/02/2024	NESPRESSO AUSTRALIA	COFFEE MACHINE DESCALING KIT	\$ 48.00
16/02/2024	CORRIGIN SHIRE LICENSING	PLATE REMAKE FEE FOR COMMUNITY BUS	\$ 46.50
20/02/2024	INCREDIBLE PEOPLE PTY LTD	STAFF DEVELOPMENT	\$ 725.50
21/02/2024	BIG W	STORAGE CASES FOR EDNA STEVENSON OPALS	\$ 15.99
21/02/2024	JB HI-FI ONLINE	LASER PRESENTATION REMOTE FOR COUNCIL CHAMBERS	\$ 95.99
25/02/2024	MERCURE HOTEL PERTH	STAFF ACCOMMODATION FOR TRAINING	\$ 721.54
26/02/2024	MERCURE HOTEL PERTH	CREDIT FOR STAFF ACCOMMODATION FOR TRAINING	-\$ 721.54
26/02/2024	DAIMLER TRUCKS PERTH	SPARE KEY FOR COMMUNITY BUS	\$ 54.15
TOTAL CREDIT CARD PURCHASES			<u>\$ 1,443.85</u>

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/03/2024	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR MARCH 2024	624.11
31/03/2024	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR MARCH 2024	176.16
31/03/2024	WORKS AND SERVICES VEHICLE - CR123	FUEL CARD PURCHASES FOR MARCH 2024	509.07
31/03/2024	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR MARCH 2024	782.58
31/03/2024	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR MARCH 2024	1589.61
31/03/2024	TIP - GENERATOR	FUEL CARD PURCHASES FOR MARCH 2024	13.15
TOTAL FUEL CARD PURCHASES			<u>\$ 3,694.68</u>



SHIRE OF CORRIGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

FOR THE PERIOD ENDED 31 MARCH 2024

*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	Adopted Amended Budget (b)	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	9	2,953,220	2,958,220	2,956,964	2,959,971	3,007	0.10%	
Rates excluding general rates		44,484	47,997	47,997	47,997	0	0.00%	
Grants, subsidies and contributions	12	719,249	851,079	606,992	646,064	39,072	6.44%	▲
Fees and charges		748,519	804,982	591,086	570,924	(20,162)	(3.41%)	▼
Interest revenue		177,450	230,650	54,468	76,399	21,931	40.26%	▲
Other revenue		2,122,996	2,275,484	1,706,526	1,207,104	(499,422)	(29.27%)	▼
Profit on asset disposals	5	253,772	309,761	186,945	186,944	(1)	(0.00%)	
		7,019,690	7,478,173	6,150,978	5,695,403	(455,575)	(7.41%)	
Expenditure from operating activities								
Employee costs		(2,694,595)	(2,762,007)	(2,071,044)	(1,736,961)	334,083	16.13%	▲
Materials and contracts		(4,280,243)	(4,923,720)	(3,691,188)	(1,871,812)	1,819,377	49.29%	▲
Utility charges		(280,147)	(289,610)	(216,918)	(216,580)	338	0.16%	
Depreciation		(5,973,520)	(5,969,869)	(4,476,996)	(4,566,324)	(89,328)	(2.00%)	▼
Finance costs		(60,157)	(54,845)	(25,308)	(25,308)	0	0.00%	
Insurance		(286,880)	(287,144)	(215,127)	(289,111)	(73,984)	(34.39%)	▼
Other expenditure		(173,400)	(168,263)	(126,153)	(109,296)	16,857	13.36%	▲
Loss on asset disposals	5	(26,978)	(16,332)	(12,231)	(15,187)	(2,956)	(24.17%)	▼
		(13,775,920)	(14,471,790)	(10,834,965)	(8,830,579)	2,004,387	18.50%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,746,726	5,666,705	4,302,282	4,400,095	97,813	2.27%	▲
Amount attributable to operating activities		(1,009,504)	(1,326,912)	(381,705)	1,264,920	1,646,625	431.39%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	13	3,172,403	3,222,690	1,919,695	1,619,955	(299,740)	(15.61%)	▼
Proceeds from disposal of assets	5	824,544	867,808	555,989	555,989	0	0.00%	
		3,996,947	4,090,498	2,475,684	2,175,944	(299,740)	(12.11%)	
Outflows from investing activities								
Payments for property, plant and equipment	4	(3,051,539)	(3,025,396)	(1,991,246)	(2,001,927)	(10,681)	(0.54%)	▼
Payments for construction of infrastructure	4	(3,414,194)	(3,743,998)	(2,206,350)	(1,749,423)	456,927	20.71%	▲
		(6,465,733)	(6,769,394)	(4,197,596)	(3,751,350)	446,247	10.63%	
Amount attributable to investing activities		(2,468,786)	(2,678,896)	(1,721,912)	(1,575,406)	146,507	8.51%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	3	3,147,976	1,938,799	484,846	484,846	0	0.00%	
		3,147,976	1,938,799	484,846	484,846	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	10	(94,396)	(94,396)	(46,657)	(46,657)	0	0.00%	
Transfer to reserves	3	(263,998)	(516,213)	(289,575)	(291,872)	(2,297)	(0.79%)	
		(358,394)	(610,609)	(336,232)	(338,529)	(2,297)	(0.68%)	
Amount attributable to financing activities		2,789,582	1,328,190	148,614	146,317	(2,297)	(1.55%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		688,708	2,677,618	688,708	2,677,622	1,988,914	288.79%	▲
Amount attributable to operating activities		(1,009,504)	(1,326,912)	(381,705)	1,264,920	1,646,625	431.39%	▲
Amount attributable to investing activities		(2,468,786)	(2,678,896)	(1,721,912)	(1,575,406)	146,507	8.51%	▲
Amount attributable to financing activities		2,789,582	1,328,190	148,614	146,317	(2,297)	(1.55%)	
Surplus or deficit after imposition of general rates		0	0	(1,266,295)	2,513,453	3,779,748	298.49%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	30 June 2023	31 March 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	3,826,645	4,309,787
Trade and other receivables		363,714	317,937
Other financial assets		4,406,691	3,233,077
Inventories	7	76,217	63,901
Other assets	7	12,531	30,030
Assets classified as held for sale		130,000	130,000
TOTAL CURRENT ASSETS		8,815,798	8,084,732
NON-CURRENT ASSETS			
Trade and other receivables		18,501	12,973
Other financial assets		81,490	81,490
Inventories		1,345,000	1,235,000
Property, plant and equipment		26,895,960	27,416,331
Infrastructure		173,179,030	171,441,584
TOTAL NON-CURRENT ASSETS		201,519,981	200,187,378
TOTAL ASSETS		210,335,779	208,272,110
CURRENT LIABILITIES			
Trade and other payables	8	486,530	69,971
Other liabilities	11	60,179	100,582
Borrowings	10	94,396	47,739
Employee related provisions	11	347,557	349,792
TOTAL CURRENT LIABILITIES		988,662	568,084
NON-CURRENT LIABILITIES			
Borrowings	10	1,225,411	1,225,411
Employee related provisions		26,402	26,402
TOTAL NON-CURRENT LIABILITIES		1,251,813	1,251,813
TOTAL LIABILITIES		2,240,475	1,819,897
NET ASSETS		208,095,302	206,452,213
EQUITY			
Retained surplus		35,051,198	33,728,951
Reserve accounts	3	5,113,910	4,920,936
Revaluation surplus		167,930,193	167,802,326
TOTAL EQUITY		208,095,302	206,452,213

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 April 2024

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget	Amended Budget	Last Year
		Opening	Opening	Closing
		30 June 2023	30 June 2023	30 June 2023
Current assets		\$		\$
Cash and cash equivalents	2	1,600,073	3,119,426	3,826,645
Trade and other receivables		308,155	336,436	363,714
Other financial assets		3,059,131	5,113,911	4,406,691
Inventories	7	102,458	206,217	76,217
Other assets	7	0	12,070	12,531
Assets classified as held for sale		0	0	130,000
		5,069,817	8,788,060	8,815,798
Less: current liabilities				
Trade and other payables	8	(2,254,785)	(488,397)	(486,530)
Other liabilities	11	(193,677)	(30,577)	(60,179)
Borrowings	10	0	(94,396)	(94,396)
Employee related provisions	11	(348,980)	(347,557)	(347,557)
		(2,797,442)	(960,927)	(988,662)
Net current assets		2,272,375	7,827,133	7,827,136
Less: Total adjustments to net current assets	Note 2(c)	(2,272,375)	(5,149,515)	(5,149,514)
Closing funding surplus / (deficit)		0	2,677,618	2,677,622

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	Amended Budget	YTD Budget (a)
		\$		\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(253,772)	(309,761)	(186,945)
Less: Reversal of prior year loss on revaluation of non-current assets		0		0
Less: Fair value adjustments to financial assets through profit or loss		0	(3,686)	
Add: Loss on asset disposals	5	26,978	16,332	12,231
Add: Depreciation		5,973,520	5,969,869	4,476,996
- Pensioner deferred rates		0	(7,153)	0
- Employee provisions		0	1,104	0
Total non-cash amounts excluded from operating activities		5,746,726	5,666,705	4,302,282

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets		Adopted Budget	Amended Budget	Last Year
		Opening	Opening	Closing
		30 June 2023	30 June 2023	30 June 2023
		\$		\$
Less: Reserve accounts	3	(2,233,065)	(3,691,324)	(5,113,910)
Less: Current assets not expected to be received at end of year:				
- Land held for resale		0	0	(130,000)
- Rates receivable		(68,912)	(70,000)	0
- Excess Rates		29,602	30,000	0
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	0	98,827	94,396
Total adjustments to net current assets	Note 2(a)	(2,272,375)	(3,632,497)	(5,149,514)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
 The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	39,072	6.44%	▲
22/23 Grant Adjustment (\$7,468) received from DFES, CRC quarterly grant funding (\$25,775) received earlier than anticipated, unexpected DPIRD Trainee incentive payments received (\$4,718)			
Fees and charges	(20,162)	(3.41%)	▼
Town Planning fees under anticipated budget \$18k, Bending Tip 25% share of income under anticipated budget \$11k, Swimming pool admission income \$6k higher than anticipated YTD budget, Private Works income over anticipated budget \$11k.			
Interest revenue	21,931	40.26%	▲
Interest earned on short term investment \$22k higher than anticipated YTD budget due to excess cash being held in Treasury.			
Other revenue	(499,422)	(29.27%)	▼
DRFAWA Claims for Feb fire restoration works \$486k under anticipated YTD budget, DRFAWA claims for flood damage restoration works \$13k under anticipated YTD budget.			
Expenditure from operating activities			
Employee costs	334,083	16.13%	▲
Employee costs overall are under anticipated budget due to timing.			
Materials and contracts	1,819,377	49.29%	▲
Under anticipated budget due to timing of capital program.			
Depreciation	(89,328)	(2.00%)	▼
Depreciation higher than anticipated YTD budget due to asset additions.			
Insurance	(73,984)	(34.39%)	▼
Variance due to budget spread.			
Non-cash amounts excluded from operating activities	97,813	2.27%	▲
Due to depreciation being over the YTD budget.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(299,740)	(15.61%)	▼
Wheatbelt Secondary Freight Network funding \$436k under anticipated YTD budget, Roads to Recovery funding \$97k over anticipated YTD budget, Regional Road Group funding \$20k over anticipated YTD budget, Regional Bicycle Network funding \$20k over anticipated YTD funding.			
Payments for construction of infrastructure	456,927	20.71%	▲
Capital purchases year to date less than anticipated budget due to timing of project completion and Wheatbelt Secondary Freight Network not receiving signing of funding from the Federal Government.			
Surplus or deficit after imposition of general rates	3,779,748	298.49%	▲
Due to variances described above			

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
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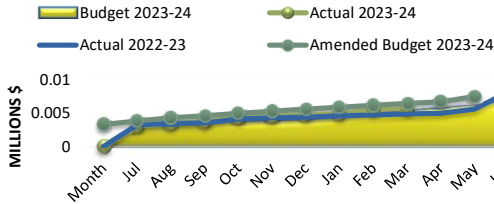
**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

1 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

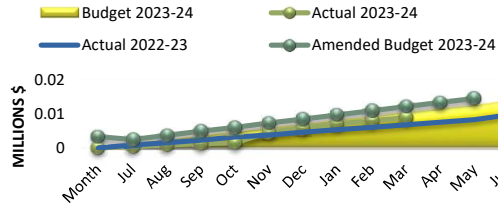
OPERATING REVENUE

Budget Operating Revenues -v- Actual



OPERATING EXPENSES

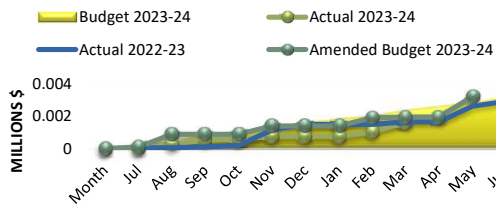
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

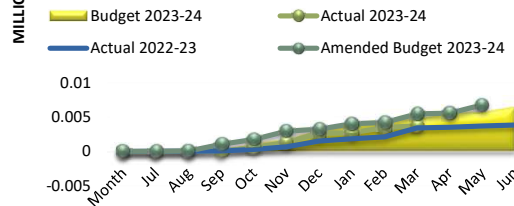
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

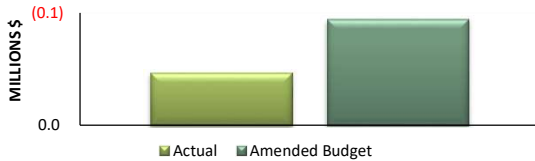
Budget Capital Expenses -v- Actual



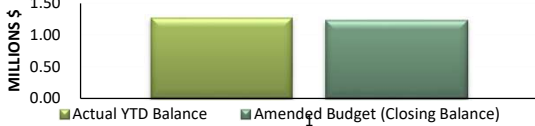
FINANCING ACTIVITIES

BORROWINGS

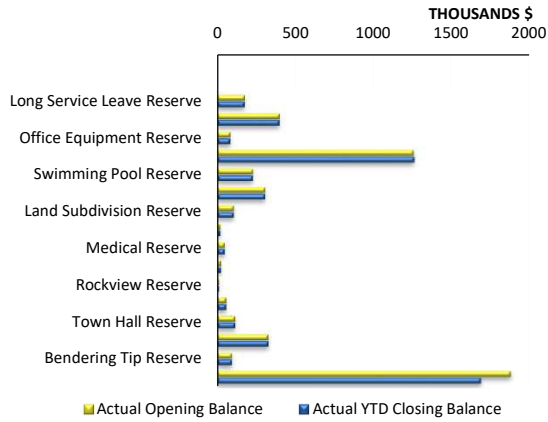
Principal Repayments



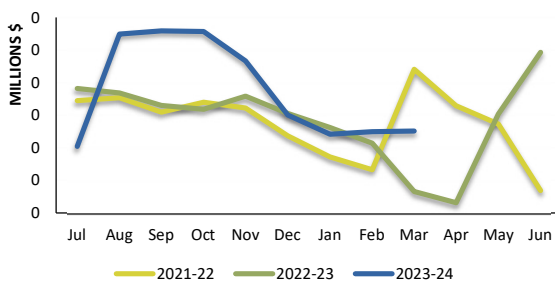
Principal Outstanding



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Float on Hand	Cash and cash equivalents	400		400				
At Call Deposit Accounts								
Municipal Fund	Cash and cash equivalents	609,017		609,017		NAB	0.00%	At Call
Overnight Cash Deposit Facilit	Cash and cash equivalents	2,012,511		2,012,511		WATC	4.05%	At Call
Reserves At Call Fund	Cash and cash equivalents		1,687,859	1,687,859		NAB	0.00%	At Call
Trust Fund	Cash and cash equivalents				92,770	NAB	0.00%	At Call
Edna Stevenson Trust Fund	Cash and cash equivalents				834,134	NAB	0.00%	At Call
Police Licensing Trust Fund	Cash and cash equivalents				66,962	NAB	0.00%	At Call
Term Deposits								
Reserves Fund	Financial assets at amortised cost		3,233,077	3,233,077		NAB	4.90%	24/06/2024
Total		2,621,928	4,920,936	7,542,864	993,866			
Comprising								
Cash and cash equivalents		2,621,928	1,687,860	4,309,787	993,866			
Financial assets at amortised cost		0	3,233,077	3,233,077	0			
		2,621,928.00	4,920,936	7,542,864	993,866			

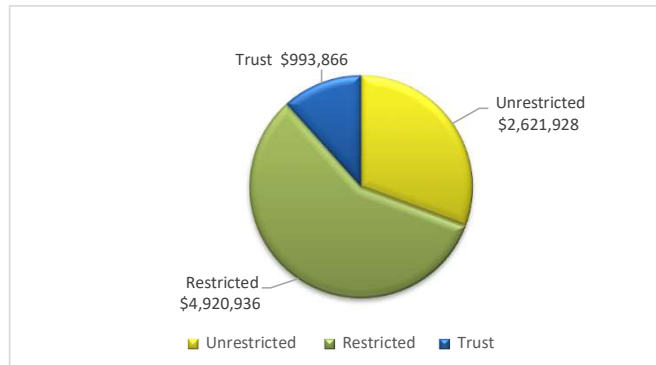
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other as



SHIRE OF CORRIGIN
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

3 RESERVE ACCOUNTS

Reserve name	Original Budget					Amended Budget					Year to Date Actuals				
	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council															
Long Service Leave Reserve	175,520	8,582	0	(79,693)	104,409	175,520	8,582	28,178	(16,207)	196,073	175,520	95	0	(1,757)	173,858
Staff Housing Reserve	396,724	19,398	0		416,122	396,724	19,398	20,000		436,122	396,724	216	0	0	396,940
Office Equipment Reserve	82,404	4,029	0	(30,000)	56,433	82,404	4,029	50,000	0	136,433	82,404	44	0	0	82,448
Plant Replacement Reserve	1,261,442	61,680	0	(712,864)	610,258	1,261,442	61,680	0	0	1,323,122	1,261,442	687	0	0	1,262,129
Swimming Pool Reserve	226,507	11,075	0	(35,000)	202,582	226,507	11,075	20,000	0	257,582	226,507	124	0	0	226,631
Roadworks Reserve	305,244	14,925	0	(304,694)	15,475	305,244	14,925	0	0	320,169	305,244	166	0	0	305,410
Land Subdivision Reserve	103,535	5,062	100,000	0	208,597	103,535	5,062	99,037	0	207,634	103,535	56	0	0	103,591
Townscape Reserve	18,185	889	0	0	19,074	18,185	889	0	0	19,074	18,185	10	0	0	18,195
Medical Reserve	45,749	2,237	0	0	47,986	45,749	2,237	20,000	0	67,986	45,749	25	0	0	45,774
LGCHP Long Term Maintenance Reserve	21,323	1,043	0	0	22,366	21,323	1,043	0	0	22,366	21,323	11	0	0	21,334
Rockview Reserve	9,127	446	1,000	(10,000)	573	9,127	446	1,000	0	10,573	9,127	5	0	0	9,132
Senior Citizens Reserve	54,677	2,674	0	0	57,351	54,677	2,674	0	0	57,351	54,677	30	0	0	54,707
Town Hall Reserve	112,667	5,509	0	(15,000)	103,176	112,667	5,509	0	0	118,176	112,667	61	0	0	112,728
Recreation & Events Centre Loan Reserve	325,478	15,915	0	(75,000)	266,393	325,478	15,915	110,000	(40,000)	411,393	325,478	177	0	0	325,655
Bendering Tip Reserve	92,736	4,534	5,000	0	102,270	92,736	4,534	10,000	0	107,270	92,736	51	0	0	92,787
Grants & Contributions Reserve	1,885,725	0	0	(1,885,725)	0	1,882,592	0	0	(1,882,592)	0	1,882,592	539	289,575	(483,089)	1,689,617
	5,117,043	157,998	106,000	(3,147,976)	2,233,065	5,113,910	157,998	358,215	(1,938,799)	3,691,324	5,113,910	2,297	289,575	(484,846)	4,920,936

4 CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	580,000	583,151	198,151	218,853	20,702
Furniture and equipment	79,746	90,095	30,095	30,095	0
Plant and equipment	2,391,793	2,352,150	1,763,000	1,752,979	(10,021)
Acquisition of property, plant and equipment	3,051,539	3,025,396	1,991,246	2,001,927	10,681
Infrastructure - roads	2,976,648	3,293,031	2,053,373	1,714,002	(339,371)
Infrastructure - Footpaths	90,546	90,546	90,546	0	(90,546)
Infrastructure - Other	319,000	319,431	62,431	22,431	(40,000)
Infrastructure - Parks and Ovals	28,000	40,990	0	12,990	12,990
Acquisition of infrastructure	3,414,194	3,743,998	2,206,350	1,749,423	(435,566)
Total capital acquisitions	6,465,733	6,769,394	4,197,596	3,751,350	(424,885)
Capital Acquisitions Funded By:					
Capital grants and contributions	3,172,403	3,222,690	1,919,695	1,619,955	(299,740)
Other (disposals & C/Fwd)	824,544	867,808	555,989	555,989	0
Office Equipment Reserve	30,000	0	0	0	0
Plant Replacement Reserve	712,864	0	0	0	0
Swimming Pool Reserve	35,000	0	0	0	0
Roadworks Reserve	304,694	0	0	0	0
Town Hall Reserve	15,000	0	0	0	0
Recreation & Events Centre Loan Reserve	75,000	(40,000)	0	0	0
Contribution - operations	1,296,228	3,592,662	1,721,912	1,090,560	(631,353)
Capital funding total	6,465,733	6,769,394	4,197,596	3,751,350	(446,247)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

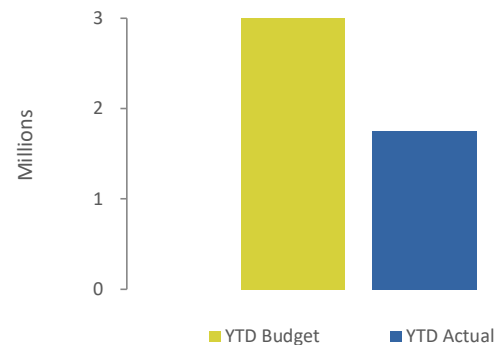
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

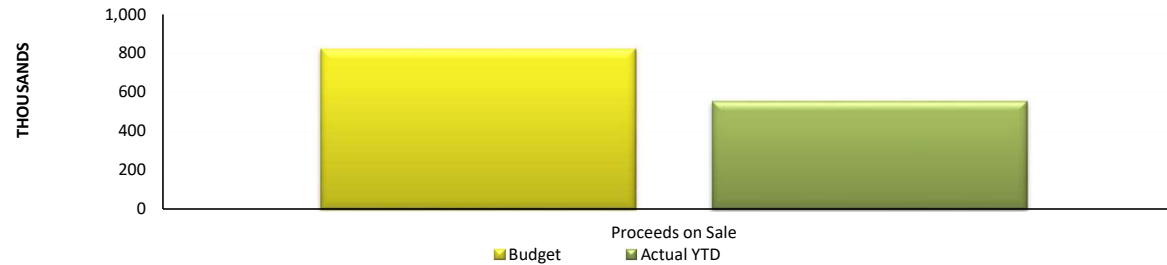
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



5 DISPOSAL OF ASSETS

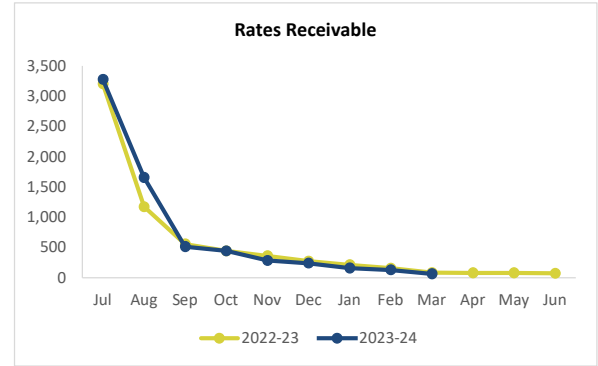
Asset Ref.	Asset description	Original Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land and Buildings													
	Granite Rise - 1 Block	45,000	80,000	35,000	0	45,000	80,000	35,000	0	0	0	0	0
1000800	14 Lindsay Rise	45,000	75,000	30,000	0	45,000	68,182	23,182	0	45,000	68,182	23,182	0
1000802	18 Lindsay Rise	40,000	75,000	35,000	0	40,000	68,182	28,182	0	40,000	68,182	28,182	0
1000778	1 Haydon Close	0	0	0	0	25,000	37,673	12,673	0	25,000	37,672	12,672	0
Plant and equipment													
1001031	4CR Isuzu MU-X LSM 4x4	24,401	36,389	11,988	0	21,682	36,389	14,707	0	21,682	36,389	14,707	0
100718	CR103 2012 Mitsubishi Rosa Bus	15,497	30,000	14,503	0	11,286	30,000	18,714	0	0	0	0	0
100716	Glass Crusher	9,425	5,500	0	(3,925)	8,936	4,773	0	(4,163)	8,936	4,773	0	(4,163)
100745	CR14 2014 Volvo L90F Loader	109,761	120,000	10,239	0	103,688	120,000	16,312	0	0	0	0	0
100663	CR7 2011 Iveco Powerstar Prime Mover	65,340	50,000	0	(15,340)	0	0	0	0	0	0	0	0
100596	CR23 Hino Dutro 8500 X/Long	0	50,000	50,000	0	0	50,000	50,000	0	0	0	0	0
1000938	CR13 2015 Caterpillar Skidsteer	7,437	10,000	2,563	0	0	0	0	0	0	0	0	0
100724	CR11 2012 Caterpillar 12M Grader	89,315	130,000	40,685	0	81,294	150,000	68,706	0	81,294	150,000	68,706	0
100664	CR980 Bomag Multityred Roller	49,059	55,000	5,941	0	47,487	50,000	2,513	0	47,487	50,000	2,513	0
10365	CR66 Mitsubishi Water Truck	0	0	0	0	53,627	48,000	0	(5,627)	53,627	48,000	0	(5,627)
445	CR4184 Pannell Vibrating Roller	0	0	0	0	0	25,700	25,700	0	0	25,700	25,700	0
100741	CR24 2013 Toyota Hilux 4x2	0	8,200	8,200	0	0	8,000	8,000	0	0	8,000	8,000	0
100748	CR15228 2013 Toro Z Master	10,788	4,000	0	(6,788)	9,033	3,636	0	(5,397)	9,033	3,636	0	(5,397)
1001030	CR123 Isuzu MU-X 4x4	30,347	40,000	9,653	0	28,301	31,818	3,517	0	0	0	0	0
1001038	CR1 2021 Toyota Prado GXL	56,380	55,455	0	(925)	52,173	55,455	3,282	0	52,173	55,455	3,282	0
		597,750	824,544	253,772	(26,978)	572,507	867,808	310,488	(15,187)	384,232	555,989	186,944	(15,187)



6 RECEIVABLES

Rates receivable

	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	123,850	68,610
Levied this year	2,882,323	3,007,968
Less - collections to date	(2,937,563)	(3,013,556)
Gross rates collectable	68,610	63,022
Net rates collectable	68,610	63,022
% Collected	97.7%	98.0%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(20)	197,161	3,233	142	1,572	202,088
Percentage	0.0%	97.6%	1.6%	0.1%	0.8%	
Balance per trial balance						
Trade receivables						202,088
GST receivable						44,124
Total receivables general outstanding						254,915

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

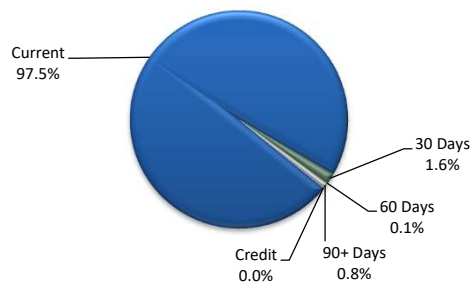
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)



7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost	4,406,691		(1,173,614)	3,233,077
Inventory				
Fuel, Oil, & Materials	76,217	12,018	(24,334)	63,901
Land held for resale				
Cost of acquisition	130,000	0	0	130,000
Other assets				
Accrued income	12,070	377	(12,447)	0
JV Roe Health	461	136,751	(120,588)	16,624
JV Bending Regional Landfill	0	27,953	(14,547)	13,406
Total other current assets	4,625,439	177,099	(1,345,530)	3,457,008

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

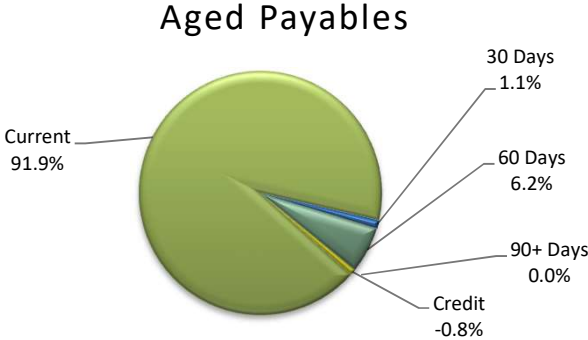
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(76)	8,633	100	580	0	9,237
Percentage	-0.8%	93.5%	1.1%	6.3%	0.0%	
Balance per trial balance						
Sundry creditors						9,237
ATO liabilities						20,861
Payroll Creditors						40,704
Bonds and Deposits						(831)
Total payables general outstanding						69,971

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



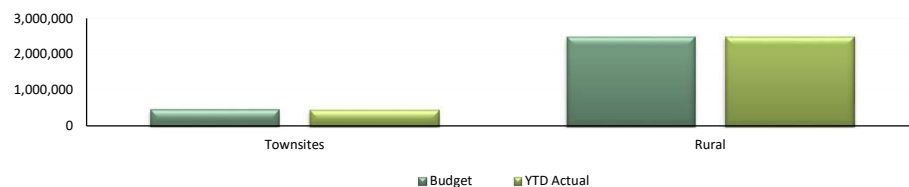
9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	Amended Budget	Total	Rate	YTD Actual	Total
	\$(cents)	Properties	Value	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value												
Townsites	0.101121	416	4,372,380	442,139	0	442,139	442,139	5,000	447,139	442,140	6,751	448,891
Unimproved value												
Rural	0.009279	353	267,128,063	2,478,681	0	2,478,681	2,478,681	0	2,478,681	2,478,681	0	2,478,681
Sub-Total		769	271,500,443	2,920,820	0	2,920,820	2,920,820	5,000	2,925,820	2,920,821	6,751	2,927,572
Minimum payment												
Gross rental value												
Townsites	450	48	86,629	21,600	0	21,600	21,600	0	21,600	21,600	0	21,600
Unimproved value												
Rural	450	24	318,407	10,800	0	10,800	10,800	0	10,800	10,800	0	10,800
Sub-total		72	405,036	32,400	0	32,400	32,400	0	32,400	32,400	0	32,400
Amount from general rates						2,953,220			2,958,220			2,959,971
Ex-gratia rates						44,484			47,997			47,997
Total general rates						2,997,704			3,006,217			3,007,968

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



10 BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2023	Principal Repayments			Actual YTD Balance	Principal Outstanding		Interest Repayments		
			Actual	Budget	Amended Budget		Budget (Closing Balance)	Amended Budget (Closing Balance)	Actual	Budget	Amended Budget
Community Recreation & Events Centre	102	\$ 1,319,807	\$ (46,657)	\$ (94,396)	\$ (94,396)	\$ 1,273,150	\$ 1,225,411	\$ 1,225,411	\$ (25,308)	\$ (60,157)	\$ (54,845)
Total		1,319,807	(46,657)	(94,396)	(94,396)	1,273,150	1,225,411	1,225,411	(25,308)	(60,157)	(54,845)
Current borrowings		94,396				47,739					
Non-current borrowings		1,225,411				1,225,411					
		1,319,807				1,273,150					

All debenture repayments were financed by general purpose revenue.

The Shire of Corrigin has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023 \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 March 2024 \$
Other liabilities					
Grant Funding Income in Adv		30,577	0	(9,142)	21,435
Rubbish Service Income in Adv		0	240,790	(180,593)	60,197
Excess Rates		29,602	165,506	(176,158)	18,950
Total other liabilities		60,179	406,296	(365,893)	100,582
Employee Related Provisions					
Provision for annual leave		132,837	0	0	132,837
Provision for long service leave		169,616	2,236	0	171,852
Total Provisions		347,556	2,236	0	349,792
Total other current liabilities		407,735	408,532	(365,893)	450,374

Amounts shown above include GST (where applicable)

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue				
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies									
General Purpose Funding									
Local Government Financial Assistance Grant - General Purpose	0	0	0	0	0	0	63,647	47,727	47,735
Local Government Financial Assistance Grant - Roads	0	0	0	0	0	0	42,901	32,175	32,176
Law, Order, & Public Safety									
DFES Local Government Grants Scheme (LGGS)	0	0	0	0	0	61,161	87,693	65,769	73,237
DFES Mitigation Grant	0	0	0	0	0	316,939	316,939	158,470	158,470
Education & Welfare									
DPIRD CRC Grant	0	0	0	0	0	106,237	106,237	79,677	105,452
CRC Miscellaneous Funding	0	0	0	0	0	5,000	5,000	3,744	3,136
Recreation & Culture									
Healthways - Park Party	0	0	0	0	0	4,500	0	0	0
Miscellaneous Community Event Funding	0	0	0	0	0	5,000	5,000	4,750	0
Transport									
Main Roads Direct Grant	0	0	0	0	0	208,270	208,270	208,270	208,270
Other Property & Services									
DPIRD Traineeship Grant	9,142	0	(9,142)	0	0	9,142	10,892	8,163	13,861
	9,142	0	(9,142)	0	0	716,249	846,579	608,745	642,337
Contributions									
Education & Welfare									
CRC Wage Offset	0	0	0	0	0	500	500	0	0
Recreation & Culture									
2023 Community Donations - Park Party	0	0	0	0	0	2,500	4,000	2,997	3,727
	0	0	0	0	0	3,000	4,500	2,997	3,727
TOTALS	9,142	0	(9,142)	0	0	719,249	851,079	611,742	646,064

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2024	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Health								
Local Roads and Community Infrastructure - Wellness and Medical Centre	0	0	0	0	300,000	300,000	0	0
Education & Welfare								
DPIRD Technology Grant	0	0	0	0	9,746	0	0	0
Transport								
Regional Road Group	0	0	0	0	400,000	400,000	300,000	320,000
Roads to Recovery	0	0	0	0	492,275	435,275	326,457	423,058
Wheatbelt Secondary Freight Network	21,435	0	0	21,435	1,216,819	1,217,994	913,497	477,156
Regional Bicycle Network	0	0	0	0	45,275	45,275	0	20,000
Miscellaneous Funding - LRCI Road Funding Allocation	0	0	0	0	536,196	272,313	0	0
Local Community Infrastructure & Road Program - Airstrip Lighting Project	0	0	0	0	172,092	172,092	0	0
Economic Services								
Drought Communities Programme (Final Payment due in 22/23 FY)	0	0	0	0	0	100,000	0	100,000
Local Community Infrastructure & Road Program - 22/23 Rotary Park Project Outstanding Funding	0	0	0	0	0	279,741	0	279,741
	21,435	0	0	21,435	3,172,403	3,222,690	1,539,954	1,619,955

**SHIRE OF CORRIGIN
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024**

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	\$	\$	\$	\$
Community Funds Held	63,008	44,366	(14,665)	92,709
Edna Stevenson Educational Trust	857,549	3,501	(26,997)	834,053
Police Licensing	4,187	410,122	(347,347)	66,962
Westrail Bus Ticketing	124	476	(538)	62
BCITF	0	62	(62)	0
	924,868	458,527	(389,609)	993,786

Shire of Corrigin

CEO Performance and Remuneration Review 2023-2024

Ms Natalie Manton

Summary Report to Council

Prepared by: Jane Nicolson
9 April 2024

EXECUTIVE SUMMARY

The review of Ms Natalie Manton's performance for the period April 2023 – March 2024 has been carried out in accordance with Council's statutory and contractual obligations. The Council appointed Ms Jane Nicolson, Senior Associate Consultant from Price Consulting Group to facilitate the appraisal process.

Overall Ms Manton's performance was deemed to have met the performance requirements of the position of CEO to a high level during the review period.

With due consideration to the April 2024 determination of the Salaries and Allowances Tribunal (SAT), it is recommended that Council approves an increase of 6% to the annual salary component of the Total Remuneration Package, effective 1 July 2024.

Performance Criteria for the next period are attached for approval by Council.

CONTEXT

The period of the review is April 2023 – March 2024.

Local Government Act 1995

The Review has been conducted in accordance with sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995*, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and,
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The *Local Government Act 1999* Part 5, Division 4 requires that a CEO is to be paid in line with the current Salaries and Allowances Tribunal determination, effective April 2024.

Local Government (Administration) Regulations 1996

The review has also been conducted in line with *Local Government (Administration) Regulations 1996* (Schedule 2 Division 3) requirements, specifically the principles and standards for CEO Performance Reviews.

CEO's Contract of Employment

Clause 4 of the CEO's contract of employment requires that a performance review is undertaken at least annually, and more frequently if Council or the CEO perceives there is a need to do so, and that the review references Performance Criteria that are agreed in writing by the parties.

An annual remuneration review is required to be undertaken by Council in accordance with clause 7 of the CEO's contract of employment. There is no obligation for Council to provide an increase as a result of the annual review, however no reduction is permitted.

METHODOLOGY

Annual Performance Review

An online feedback questionnaire was developed for Councillors, which sought an assessment and feedback for:

- Performance against the Key Result Areas (KRAs)
- Delivery of Key Performance Indicators (KPIs)
- Strengths
- Potential areas for development
- Perception of overall performance

A further feedback questionnaire was developed for Key Staff, which only sought feedback on the Leadership Behaviours, the CEO's strengths and development needs, and an overall rating of her performance in delivering the Shire's objectives.

The questionnaire link was distributed by email to all participants on 15 March 2024 with a requested response date of 28 March 2024.

The Consultant consolidated the feedback and developed a confidential Feedback Report, which was emailed to Councillors.

In order to discuss performance review outcomes and to make recommendations of key areas of focus and development for the next 12 months, the Consultant attended a meeting at the Shire Offices on Tuesday 9 April 2024 to consider the feedback received.

Annual Remuneration Review

Councillors considered the outcome of the performance review, the SAT determination of April 2024 and current Western Australian economic indicators to make a recommendation regarding any changes to the CEO's Total Reward Package, in line with the CEO's employment contract.

Annual Review of Performance Criteria

The CEO developed a set of proposed Performance Criteria for the next period were reviewed, which were provided to Councillors and discussed during the formal Review meeting.

REVIEW OUTCOMES

7 of the 7 Councillors provided feedback to the review (100% response rate).

Overall, the CEO is assessed as having met the requirements of the role to a high level for the 2023 to 2024 review period. The table below summarise the feedback received this year:

Performance Outcomes for 2023 - 2024	Median	St. Dev	Range
Overall Key Result Areas (KRAs)	8.3	1.2	5-9
Overall Key Performance Indicators (KPIs)	8.0	1.7	1-9
Perception of overall effectiveness	9.0	1.7	5-9

Councillors considered the outcome of the performance review, the SAT determination of April 2024 and current Western Australian economic indicators and recommend an increase of 6% to Ms Manton's Total Remuneration Package, effective 1 July 2024. This increase maintains the Total Reward Package within the SAT approved range for a CEO in this Council Band.

The proposed CEO Performance Criteria for the next period are included in ***Attachment 1***.

RECOMMENDATIONS TO COUNCIL

That Council:

1. Notes that the performance appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the period of April 2023 to March 2024.
2. Endorses by absolute majority the findings of the Summary Report as presented by Price Consulting and thanks Ms Manton for her efforts.
3. Approves an increase of 6% to the salary component of the CEO's Total Remuneration Package, effective 1 July 2024.
4. Approves the CEO's Performance Criteria for the 2024-2025 period, as per ***Attachment 1***.

Jane Nicolson
Senior Associate Consultant
Price Consulting Group

9 April 2024

Proposed CEO Performance Criteria for Shire of Corrigin for 2024 - 2025

CEO Performance Criteria 2024/25

Key Result Area (KRAs) (from Position Description)	Target	Measure/s
KRA 1. Provides accurate and timely advice to Council	Council reports and briefings provide sufficient information for decision making	<ul style="list-style-type: none"> Deliver the agenda and reports to Council 72 hours before the OCM.
KRA 2. Works in collaboration with Council	Implements Council's decisions.	<ul style="list-style-type: none"> Number of Council decisions actioned in register
KRA 3. Provides innovative and visionary leadership	Proactively contributes ideas and opportunities that are aligned with the Shire's vision.	<ul style="list-style-type: none"> Number of ideas and opportunities proactively identified, with a clear link to the Shire's vision.
KRA 4. Establishes effective networks	Builds and maintains networks with community and external key stakeholders.	<ul style="list-style-type: none"> Maintain a register of meetings with strategic community and external stakeholders and provide a briefing to Council every quarter.
KRA 5. Maintains a work environment that facilitates the development of people and encourages them to perform at a high level	Performance and development reviews are conducted for all staff annually, with development actions implemented and monitored.	<ul style="list-style-type: none"> 95% of performance reviews are completed each year. Training and development opportunities take place in accordance with development plans.
KRA 6. Ensures the effective and accountable application of financial and physical resources	Financial and asset records are maintained in accordance with policy.	<ul style="list-style-type: none"> Budget presented to Council in July. Number of audit findings.
KRA 7. Develops and implements good management strategies to enhance service delivery	Service levels are continually monitored and opportunities for further strengthening are actioned.	<ul style="list-style-type: none"> Report on complaints received about service delivery 6 months.
KRA 8. Initiates the development, implementation and review of policies where necessary.	Manage a rolling program of the Shire's policies.	<ul style="list-style-type: none"> Review at least 3 policies this year Develop new policies as required

Key Performance Indicators (KPIs) from Strategic Community Plan

1 SOCIAL

SCP	Community Priority	#	Actions	Key Performance Indicator
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire	1.2.3	Renewal of Shire owned primary and allied health infrastructure in line with the Asset Management Plan and Long Term Financial Plan	Completion of upgrade of Wellness Centre
		1.2.6	Lobby stakeholders to ensure the necessary health and aged care services are accessible in Corrigin	Completion of community gym

2. ECONOMIC

SCP	Community Priority	#	Actions	Key Performance Indicator
2.3	Active engagement, participation and planning in regional groups	2.3.1	In collaboration with neighbouring local governments attract external funding for significant infrastructure and service priorities that meet resident and business needs	Collaborate with Roe Regional Organisation of Councils on the development of a needs analysis for key worker housing.

4. GOVERNANCE AND LEADERSHIP

SCP	Community Priority	#	Actions	Key Performance Indicator
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.1	Councillor training is provided and completed	Commence councillor training following elections in October 2023 is completed by October 2024.

OTHER KPIs outside of Strategic Community Plan

1	Airstrip lighting	<ul style="list-style-type: none">• Complete installation of pilot activation lighting.• Progress other required airstrip lighting, subject to available funding.
2	Bilbarin Hall	<ul style="list-style-type: none">• Complete community consultation regarding Bilbarin Hall redevelopment options.• Commence Bilbarin Hall redevelopment planning process.

2024 COMMUNITY ASSISTANCE PROGRAM

SHIRE OF CORRIGIN

ATTENTION Kylie

05 MAR 2024

ACTION LAP2435930

FILE FM 0057

SHIRE OF



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COMMUNITY ASSISTANCE PROGRAM

1 INTRODUCTION

The Shire of Corrigin is committed to strengthening our local community groups and organisations by supporting their community projects. Each year, the Community Assistance Program allocation of funds are approved by Council and these funds are dedicated to ensuring local community-based organisations are supported to reach their full potential.

The Community Assistance Program intends to process applications in an equitable manner by providing guidelines and selection criteria. Applicants are required to demonstrate how the Community Assistance Program funding will involve and benefit the wider Corrigin community, including where possible, spending the funding with local businesses.

Applicants are encouraged to contact the Shire of Corrigin's Community Development Officer, prior to applying for the Community Assistance Program to discuss their community project and funding requirements.

These guidelines are to be read in conjunction with Council Policy 2.11 Community Assistance Program.



2 WHAT IS THE COMMUNITY ASSISTANCE PROGRAM?

The Community Assistance Program is designed to provide financial assistance from Council to support community organisations holding community events or carrying out projects.

The program consists of three categories:

Funding Round	Funding per Applicant (excluding GST)
Community Donations	Maximum \$500 per application
Community Grants	Maximum \$5,000 per application
Significant Event Sponsorship/Assistance	Maximum \$10,000 per application

Applications received for the three categories will be presented to the Ordinary Meeting of Council in May for Council to determine which applications are to be considered for inclusion in the annual budget. The annual budget is adopted by Council no later than the Ordinary Meeting of Council in August of each year and Applicants notified in writing no later than September.

Applications will be considered for projects or events that meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

3 RESTRICTIONS ON FUNDING

Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation for the three funding categories is distributed in the following way:

- Community Donations \$5,000
- Community Grants \$15,000
- Significant Events \$15,000

Community organisations who are eligible to apply for assistance and receive annual waivers of rates, rubbish, facility, and equipment fees or are in receipt of reduced fees and charges will only be eligible to apply for the Community Grants and Significant Event Sponsorship/Assistance to the combined value of the waiver or reduced fees and the assistance not exceeding the maximum funding category amount.

4 ELIGIBLE ITEMS

Community Assistance Grant funding can be used for:

- Leveraging a grant from State or Federal agency
- Purchasing goods and services
- Infrastructure
- Specific community event or community program

4 ELIGIBLE ITEMS

All applications must demonstrate how the proposed funding will be used to meet one or more of the objectives from the Shire of Corrigin's Strategic Community Plan 2021 - 2031:

- **Social:** An effectively serviced, inclusive and resilient community
- **Economic:** A strong, diverse economy supporting agriculture, local business and attracting new industry
- **Environment:** An attractive natural and built environment for the benefit of current and future generations
- **Governance and Leadership:** Strong governance and leadership

5 INELIGIBLE FOR FUNDING

The following items are ineligible for funding under the Community Assistance Program:

- Private, commercial or political ventures or activities
- Retrospective funding
- Purchase of land
- Support for an individual pursuit
- Events and/or programs that are exclusive only to the community group or organisation's members.

6 FUNDING CATEGORIES

Community Donations

Community donations are small grants up to a maximum of \$500.

Each organisation is eligible to submit several applications per financial year, provided the total cumulative number of successful applications does not exceed \$500.

Eligible requests for this funding category are contributions to awards, financial assistance and small sponsorships that are not covered by other Council funding.

Community Grants

The community grant funding provides financial assistance of up to a maximum of \$5,000 to support community events or projects. Financial assistance is based on a one third contribution from Council and two thirds from the applicant organisation by way of own source funding and/or external funding.

Community organisations are only eligible to submit one application per financial year and funds must be spent prior to 31 May of that financial year. There is a requirement to submit an acquittal report back to Council to show where funds have been spent and for the funds to be paid to the organisation.

Where an organisation receives assistance from Council in the form of the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$5,000. For example: if an organisation has annual rubbish charges of \$400 waived then the maximum amount available to apply for would be \$4,600.

Eligible requests include:

- Contributions towards purchasing equipment,
- Upkeep to a community group facility leased from the Shire of Corrigin
- Community based projects such as a memorial
- Small community events

Ineligible requests include:

- Assistance towards Council's rates, facility hire/service fees or standard user agreements.
- Assistance towards financial operating costs of the applicant e.g., rent, staff wages, utility costs, insurance, stationery, etc.
- Food, drinks, and alcohol.

6 FUNDING CATEGORIES

- Interstate and overseas travel.
- Conference attendance.
- Projects that have already commenced.
- Projects not based in the Shire of Corrigin.
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Projects that are recurring or incomplete that have been previously funded will be given lower priority.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the project diverse and inclusive of the local community? Evidence provided that the project is desired by the wider community and not just one group or organisation.	15
Evidence of a project plan and timeline showing the applicant has a realistic capacity to successfully complete the project?	20
Does the project have the ability to achieve tangible outcomes for the benefit of the Shire of Corrigin community?	15
Is the project budget provided balanced, realistic, and affordable and includes both cash and in-kind contributions to the project by the group or organisation and third party funding bodies other than the Shire of Corrigin?	20
Does the project show levels of participation towards completion of the project is provided by volunteers or the wider community	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Does the project meet the strategic direction of the community as outlined in the Strategic Plan 2021 - 2031.	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

Significant Event Sponsorship/Assistance

Significant event sponsorship/assistance provides support to community groups within the Shire of Corrigin holding large local community events up to a maximum of \$10,000 per financial year.

To be eligible for sponsorship/assistance the community group must be incorporated or a not-for-profit organisation and be based in the Shire of Corrigin. Organisations outside of the Shire of Corrigin that have partnered with a local community group to submit an application on their behalf will be considered however priority will be given to local organisations.

6 FUNDING CATEGORIES

Expenditure must be outlined in the application and may include:

- Marketing and promotional costs
- Venue hire costs
- Equipment hire costs
- Contractor or facilitation fees

Ineligible expenditure includes:

- Operational costs such as administration costs, staffing or event management costs
- Retrospective events

Where in kind assistance is requested, it is important to note that in kind assistance must be included in the expenditure outlined in the application. In kind assistance includes:

- Shire staff labour including works, administration, environmental health, recreational and building maintenance staff.
- Shire plant and equipment such as trucks, rubbish trailers, generators, signage, fencing etc.
- Shire facilities where a hire fee is normally charged.

The cost estimate of in-kind assistance from the Shire of Corrigin can be obtained by speaking with the Chief Executive Officer or Manager of Works prior to completing the application.

If assistance is monetary an acquittal report is required before funds will be distributed.

Where an organisation receives assistance from Council with the waiver of rates, rubbish charges, facility fees or are in receipt of reduced fees and charges, the application amount must not exceed the maximum request amount including the assistance already received, what that means is the waived charges plus the application request must not total more than \$10,000.

Organisations who apply for the Community Donations funding are not eligible to apply for the Significant Event Sponsorship/Donation funding in the same financial year.

Applications will be assessed on the following weighted selection criteria:

Selection Criteria:	Weighting %
Is the event diverse and inclusive of the local community?	15
Evidence of an event plan including the level of volunteer assistance showing the applicant has a realistic capacity to successfully hold the event without relying on the Shire for labour assistance.	20
Evidence of all legislative and regulatory compliance has been or will be met?	20
Does the organisation have sufficient insurance coverage to hold the event?	20
Has the organisation consulted with the local community about the desires and expectations of the event?	15
Is the applicant not for profit, hold a current constitution and operate within the Shire of Corrigin?	5
Is the application completed fully and include evidence of financial position, meeting minutes with absolute majority of the group voting for the project or event and all other requested information?	5

COMMUNITY ASSISTANCE PROGRAM

7 ACKNOWLEDGEMENT

Successful applicants are to acknowledge the Shire of Corrigin through project media, community engagement and event promotions by using the Shire's Logo and the phrase "Proudly supported by the Shire of Corrigin". The Shire's Community Development Officer can provide the approved Shire's logo upon request.

8 PROJECT VARIATIONS

Project variations must be discussed with the Chief Executive Officer and where applicable approved by Council prior to the variation taking place.

9 COUNCIL VENUE AND COMMUNITY BUS HIRE

The Corrigin Community Bus hire waiver is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver of hire fees for the bus. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

Venue hire for community organisations is at a reduced rate as per the annual fees and charges. Further reductions, discounts, or waivers is at the discretion of the Chief Executive Officer or Council on a case by case basis. It is not necessary for a community group to apply for funding through this grant process for the waiver, reduction or discount of fees for venue hire. For consideration of the waiver of these fees an application is to be made in writing addressed to the CEO.

10 ACQUITTAL

Successful applicants will be required to complete a project acquittal within 30 days of completion of the project or event. Acquittals must be lodged before funding released to the organisation and before subsequent funding can be applied for. Acquittal forms will be provided to successful applicants in September with the letter advising of the outcome or by contacting the Shire Administration Office.

The information contained in the acquittal will be presented to Council by the Chief Executive Officer or Deputy Chief Executive Officer.

11 ABN

Please note the Shire of Corrigin requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire Administration to discuss how to best proceed.

12 GOODS AND SERVICES TAX (GST)

Funding will be paid on the basis of invoices received (ie GST inclusive, or GST exclusive). If you are unsure, please contact the Shire Administration to discuss.

13 ADMINISTRATION OF ASSISTANCE

Community Assistance Program approvals will be administered in accordance with the following:

- Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Local Government, Sport, Recreation and Attractions; Lotterywest etc, and that funding application is unsuccessful, then the funds may be withdrawn and made available to other community organisations.
- Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of a tax invoice at the conclusion of the project or event.

13 ADMINISTRATION OF ASSISTANCE

- Where approved financial assistance is not claimed by 31 May of the financial year in which the grant was approved the funding is considered as not required and the organisation will have to re-apply in the next funding year.
- Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted or considered and the applicants will be advised accordingly.
- Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support and won't be considered.
- Council's decision is final, and applicants may not request an appeal.
- Applicants are permitted to only apply successfully for one round in each financial year unless otherwise stated in this policy.

14 CONTACT DETAILS

For further information about the Community Assistance Program, please contact the Shire of Corrigin Administration Office on (08) 9063 2203 or by emailing shire@corrigin.wa.gov.au.



COMMUNITY ASSISTANCE PROGRAM

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APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15 APPLICANT DETAILS

Official Name of Organisation:	Corrigin Tennis Club
Street Address:	8 Kirkwood St Corrigin
Postal Address:	PO Box 81 Corrigin WA 6375
Email:	corrigintennisclub@outlook.com.au

Is the organisation GST registered? Yes No

Is the organisation incorporated? Yes No

Number of Paid Staff:	0
Number of Volunteers:	10
Contact Person:	Anna Squiers
Position Title:	President
Phone Number(s):	0427191458
Email:	dagsandanna@outlook.com

15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Corrigin Community Assistance Program? Yes No

If No, please provide details of previous application/funding:

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15.1 INCORPORATED SPONSOR DETAILS (IF APPLICABLE)

Does your organisation receive any of the following: waiver of rates, waiver of rubbish charges, waiver of facility or equipment fees, discounted or reduced fees and charges?

Yes No

If Yes, please provide details:

15.2 PROJECT DETAILS

Project Name:	Remove/replace asbestos eaves & guttering
Project Start Date:	18/4/24 3 weeks from council decision
Finish Date:	25/4/24 Approx 1 week to complete
Funds Requested from Council:	\$3800
Project Details:	<ul style="list-style-type: none"> -Remove damaged gutters -Replacement of all gutters & down pipes with commercial squareline gutter -Remove asbestos eaves -Replace removed eaves with hardiflex & paint <p>= \$6611inc</p>

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15.3 PROJECT DETAILS

What is the main purpose of your project?

Over the last decade or more, not much money has been spent on the Tennis Club facilities & there are a few things requiring maintenance as the building begins to show its age. The purpose of this project is to stay on top of general upkeep so our building will last for many years to come, and ignored small problems don't become large ones down the track.

Please describe how your event/activity meets the selection criteria? **(Please include how the project will benefit the community)**

The Corrigin Tennis Club provides a social meeting place for our community during the quieter Summer months when not as much sport is on offer, especially for the adults. We are suited for our younger players and members, and those with young families. With our aspirations of adding an extra court with Pickleball lines in the future (as part of the skatepark project), we hope that we can also begin to welcome back the older generation who perhaps can't play traditional tennis anymore (due to physical ailments) but will be able to indulge in Pickleball as it is gentler on the body.

15.4 PROJECT DETAILS

Main location of activities for this event/activity? **(Please outline the activities involved in your Project)**

North side of the Tennis Club building.
The last couple of years we have had some of the eaves start to fall down. Last summer we had a storm which caused the gutters on the north side of the building to almost completely come away from the building. The large scale trees and leaves are an issue around the club which doesn't help that the gutters are always full of debris. This issue has been addressed & a quick fix was completed to minimise damage and get the season underway but the gutters needs to be addressed in a more permanent way.

Describe the target group for your project, and how they will benefit from the project.

Our target group is anyone who likes tennis but also, the whole community who is welcome to use, socialise & meet at the Tennis Club on a Friday night during social tennis & participate in any fun tournaments regardless of tennis playing abilities. We are very focused on the social aspect of our club & recognise that we are a wonderful place for our community to come together in the Summer months with their families. We encourage even non players to join us for dinners, drinks & socialising. Sport is an easy way to stay active but more importantly, its an excuse for people to come together, stay connected & feel like they belong within this town they call home. Our clubrooms are a perfect venue available to hire and we would like to endeavour to keep it in perfect working order for anyone to use.

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

15.5 PROJECT DETAILS

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement Date:	18/4/24	Completion Date:	25/4/24
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List any additional grants that you have applied for/ or will apply for in relation to this Project.

N/A

15.6 PROJECT DETAILS

How will you measure the success of your project?

Our club has been endeavoring to modernise & streamline processes over the last 3 years. The reason for this is to make the jobs required to keep the club successfully running for years to come is to make it easier on our volunteers. Our motto has been 'work smarter, not harder' so where we can invest and improve our club to make the time people volunteer & give to their club more worthwhile, we will try to do it. This includes things like not having to handwater the lawn area to keep it a beautiful area near our playground suited for kids & families... this includes having maintenance completed on the building by a professional so it is done properly & will last for a long time to come. If our clubrooms are a modern, inviting place to be, the club will continue to prosper & be a place people want to hang out, play & continue to put their hand up for committee roles in the future.

How will Council be recognised for its contribution to this project?

We have a very strong social media presence which is a perfect place to reach lots of people when recognising those who deserve it. We also update the community in the Windmill throughout the season on whats been happening around the club. Any thank you's are also included in there. We have updated our Sponsors Board this past season and The Shire of Corrigin could have their sticker included on this board as a major sponsor if we were to be recipients of this grant.

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

16 APPENDIX A SAMPLE BUDGET

PROJECT TITLE: Museum Upgraded Picnic Area

INCOME:

Contributor	Description	Amount
Applicant Contribution	Cash	\$1000.00
Lottery West	Grant	\$1500.00
Local Service Club	Sponsorship	\$600.00
Local Service Club	Sponsorship	\$70.00
Local Service Club	Sponsorship	\$1000.00
TOTAL INCOME:		\$4170.00

Project Expenditure

Description	Amount (Ex GST)	GST	Amount (Inc GST)
Equipment Hire	\$450.00	\$50.00	\$500.00
Plants	\$288.00	\$32.00	\$320.00
Brochures	\$225.00	\$25.00	\$250.00
Labour 10h @ \$60.00	\$540.00	\$60.00	\$600.00
Treated Pine	\$1800.00	\$200.00	\$2000.00
Van Hire	\$450.00	\$50.00	\$500.00
TOTAL INCOME:		\$417.00	\$4170.00

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

17 APPENDIX BUDGET B : BUDGET - GRANT

PROJECT TITLE: Remove asbestos & remove/replace eaves/guttering

INCOME:

Contributor	Description	Amount
Applicant Contribution	Cash	\$2011
Local Businesses	Court Sponsorship	\$800
Shire of Corrigin	Grant	\$3800
TOTAL INCOME:		\$6611

Project Expenditure


Description	Amount (Ex GST)	GST	Amount (Inc GST)
Remove/replace damaged gullers & downpipes	2610	261	2871
Remove asbestos eaves	1300	130	1430
Replaced eaves with hardiflex & paint	2100	210	2310
TOTAL INCOME:			\$6611

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

18 DECLARATION

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Corrigin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I understand that where financial assistance is approved by Council for projects that are dependent on external funding bodies eg Dept of Local Government, Sport & Cultural Industries, Lotterywest etc. and that funding application is unsuccessful then Council retain the right to withdraw their contribution and reallocate it to another community organisation.
- I understand where approved funding is not acquitted by 31 May in the financial year the funding will be considered as not required and the organisation will have to reapply in the next available funding year.
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Corrigin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements and have provided current copies of financial records of the organisation with this application.

Name:	Anna Squiers		
Organisation:	Corrigin Tennis Club		
Position:	President		
Signature		Date:	21.2.24

APPLICATION - SHIRE OF CORRIGIN COMMUNITY ASSISTANCE PROGRAM

19 CHECKLIST

Please attach the relevant documents	Y	N
A copy of the meeting minutes showing the committee/ organisation endorsed a motion for a representative to submit an application for the Community Assistance Program to the Shire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of your organisation's latest bank statements and financial statements (if available please send audited copy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of your Certificate of Incorporation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of your current Public Liability Insurance Certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of all relevant quotes as verification to costing's	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An endorsed letter from the sponsoring organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of other grant funding or donation approvals	<input type="checkbox"/>	<input checked="" type="checkbox"/>



MINUTES OF THE CORRIGIN TENNIS CLUB
Monday 19 February 2024

1. Opening 6:16PM

2. Attendance & Apologies

Attendance:

President: Anna Squiers

Secretary: Maddi Andrews

Treasurer: Hannah Willis

Committee: Tamsyn Crombie, Dan Ulyett, Kim Courboules

Apologies: Jamie Squiers, Trent DiFulvio, Georgie Poultney

3. Confirmation of Minutes

Moved – Maddi Andrews

That the minutes of the meeting held on 19 October 2023 be accepted, as a true and correct record.

Carried Hannah Willis

4. Business Arising

7.4 – Bottom Courts

Anna sent a formal email to CRC Coordinator, Emily Turner (20/11/23) informing them of our Community Consultation results, and that the Club had agreed to relinquish the land that court 6-10 sit on with some stipulations that will benefit us as a Club. Everyone in the committee was forwarded the email for their reference. Please ensure the TC has a representative involved in the process if the skate park goes ahead on this land to ensure the Shire upholds our stipulations. Anna also contacted Mark from West Coast Sport Surfaces regarding the condition of those courts currently to see what would be required to go ahead with the installation of a Court 6 (as per our stipulations, and what the club/community wanted to value add to our facilities). He said they are beyond repair and the courts will need to be completely ripped up and start from scratch. It will guarantee a perfect surface. Mark would still like to come visit the club to check out the facilities. Regarding pickleball, 'Court 6' would be better suited for a hard court for this. Anna implored that you keep Tennis West in the loop. They are a great resource (for more grant/funding opportunities) & want to help grow the club. Tamsyn raised the concern that if we create a separate hard court, does this affect the rules of pennants playing on different surfaced courts. Anna will look into this.

5. Correspondence

DATE	FORM	OWNER	TITLE	ACTION
INCOMING				
25/01/24	Email	Shire of Corrigin	2024 Corrigin Community Assistance Program	Anna
04/12/23	Email	Trevor Dyer	Quote for Repair & Replace Building Eaves	
20/11/23	Email	Anna to Emily Turner at CRC	Relinquishing bottom tennis courts with stipulations	

Moved – Maddi Andrews

That the inward correspondence is accepted and the outwards be endorsed.

Carried Kim Courboules

6. Treasurer's Report

Term Deposit # 1 - \$51,000

Cheque Account - \$14,753.47

Moved – Hannah Willis

That the Treasurer's Report for the period ending February as presented, be accepted.

Carried Kim Courboules

7. General Business

7.1 - Discuss Closing Day Tournament

Sellars will be sponsoring and Kim will organise the prizes. Tamsyn will be inviting Angus and Sara to the tournament. Tamsyn is in discussion with the committee to decide whether the tournament will be handicapped or two pools. Dan suggested changing the tournament day to Saturday 16 March, as the swimming meet is on Sunday 17 March and will clash. The committee agrees and this is an opportunity to bring in more players.

7.2 - 2024 Shire of Corrigin Community Assistance Program

Anna presented to the committee two quotes from Tremar Contracting (Treyor Dyer) and Settlers Roofing (Jeff Thorguson) for the removing and replacing the gutters on the North side of the building, and removing and replacing the eaves with hardiflex and paint. The committee chose to partner with Tremar Contracting unanimously.

Motion: To endorse a submission from Corrigin Tennis Club application for the 2024 Community Assistance Program to the Shire of Corrigin.

Vote: 6 Favoured 0 Against — Carried

8. Next Meeting: 7:13PM

9. Meeting Closed: March 2024



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0800101W

Certificate of Incorporation

This is to certify that

CORRIGIN TENNIS CLUB

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
eighteenth day of July 1980

A handwritten signature in black ink, appearing to read 'Lanie Chopping'.

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE



CERTIFICATE No. TA2023-24

Certificate of Insurance Currency

Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:-

Name of Insured: Tennis Australia Limited Club Insurance Program
(Including Tennis West and Corrigin Tennis Club)

Cover: Public Liability: \$30,000,000 any one occurrence
Products Liability: \$30,000,000 any one occurrence and in the aggregate
Professional Indemnity: \$10,000,000 any one claim and in the aggregate
(For the Business of Tennis as more clearly defined in the Policy Wording.)

Sport: Tennis including fundraising

Territorial Limits: Worldwide

Jurisdictional Limits: Commonwealth of Australia

Excess: As per policy schedule.

Period of Insurance: 30 September 2023 to 30 September 2024

Underwriter: Sportscover Australia under an authority from Certain underwriters at Lloyd's & HDI Global Specialty SE-Australia

Policy Number: PMEL99/0072947

Counterparties: Any Council, Shire, School or Government Department from whom the above named leases and/or hires and/or rents/or uses with written permission land and/or buildings shall be indemnified for claims brought against the Council, Shire, School or Government Department for which The Insured becomes legally liable to pay compensation.

**For full terms, conditions and exclusions please refer to Your Policy Wording
Version: Combined_Liability_Policy_Wording_04.23**

Manager:



Date: 3 October 2023



Dear *name*

Warm greetings from the Corrigin Tennis Club!

As a new season arrives, we couldn't let the opportunity pass without expressing our deepest gratitude for your continuous support and generous sponsorship over the years.

We are thrilled to share some of the incredible milestones we achieved last season thanks to many invaluable contributions. With sponsors support we successfully completed the construction of the turf undercover area, providing our players and supporters with a comfortable and stylish space to enjoy tennis all year round. This addition not only enhances our club's facilities but also reflects our commitment to creating an inviting and inclusive environment for all. Your continued support as a Court Sponsor enables us to continue to improve & sustain our facilities for many years to come.

We are excited to share our vision for the future as we continue to embark on a journey of modernisation of our club. Last season we also purchased the new till (streamlining accounting, reporting & charging of memberships/bar/canteen) & this season we will be launching our brand-new website which aims to take registrations & payments for memberships/tournaments more efficiently. Like all sporting clubs, we are volunteer run & streamlining operational aspects means we are using their precious time they give the club more efficiently.

But that's not all – there's more to be excited about! The establishment of the new Rotary Park, strategically located right next to our tennis courts promises to be a haven of fun for families and individuals in the community & from tourists passing through. The park's proximity to our courts will undoubtedly provide us with increased exposure and opportunities to showcase the Corrigin Tennis Club. We have ideas to improve the aesthetics of our boundary that backs on to this new park & will continue to work towards them.

In short, your commitment to the growth of our club as our valued sponsor has been nothing short of remarkable & we invite you to once again come on as a Court Sponsor for the 2023/24 tennis season to the amount of \$200. Your logo will be hung on your court for the duration of the tennis season & recognition on our media platforms.

As we look forward to the new season, we eagerly anticipate the positive impact of your sponsorship on our club and the broader Corrigin community. Once again, from the bottom of our hearts, thank you for being an integral part of the Corrigin Tennis Club family.

If you could please reply on whether you accept this invitation, that would be most appreciated.

Kind Regards,

Maddi Andrews
Secretary



QUOTATION

ABN 92684468744

Tremar Contracting
tremarcontracting@yahoo.com
Knight Court
Corrigin, Western Australia 6375
Australia

Trev 0429062576 Mareese 0488394232

BILL TO
Corrigin Tennis Club
Anna

0427191458
corrigitennisclub@outlook.com.au

Estimate Number: 99

Estimate Date: December 4, 2023

Valid Until: April 30, 2024

Estimate Total (AUD): **\$6,611.00**

Items	Quantity	Price	Amount
Remove damaged gutters Replacement of all gutters and down pipes with commercial squareline gutter	1	\$2,610.00	\$2,610.00
Remove asbestos eaves	1	\$1,300.00	\$1,300.00
Replace removed eaves with hardiflex and paint	1	\$2,100.00	\$2,100.00

Subtotal: \$6,010.00

GST 10%: \$601.00

Total: \$6,611.00

Estimate Total (AUD): **\$6,611.00**

Notes / Terms

VALID FOR 14 DAYS ONLY

I hope the amount in our account doesn't work against us with this submission. It's worth noting, with relinquishing the land our bottom 5x hard courts are on for the proposed new skate park, that we will be required to have enough funds for a 6th public court and developments around that, that will benefit both our club + community.

Anna Squireis
President Corrigin Tennis Club