

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 15 December 2020



*Strengthening our community now to grow and prosper
into the future*



Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin held on
Tuesday 15 December 2020 in the Council Chambers, 9 Lynch Street, Corrigin
Commencing at 3.00pm.

Order of Business

11.30pm	<i>End of Year Lunch at Corrigin Hotel</i>
1.00 pm	<i>Discussion Forum</i>
2.15pm	<i>Citizenship Ceremony – Amanda Richter</i>
3.00 pm	<i>Council Meeting</i>

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

A handwritten signature in blue ink, appearing to read 'N. Manton'.

Natalie Manton – Chief Executive Officer

Disclaimer:

The Shire of Corrigin gives notice to members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995. Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

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FOR PEOPLE WITH A DISABILITY.

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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.02pm.

1.1. ATTENDANCE AT MEETING BY TELEPHONE - CR MASON

Applicant:	Cr J Mason
Date:	10/12/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0028
Attachment Ref:	NIL

SUMMARY

Council is asked to consider allowing Cr Mason to attend the Council meeting on 15 December 2020 via telephone link-up.

BACKGROUND

Cr Mason has requested permission to attend the Council meeting via telephone from her house in Waterloo 6228. As a result of her recent hand surgery she is not able to drive to Corrigin for the meeting.

COMMENT

Cr Mason would normally attend the meeting in person but is unable to drive or have someone drive her to the meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

Local Government Amendment (COVID-19 Response) Bill 2020

R 10.4. Suspension of local law

(1) A local government may, by resolution, suspend the operation of a specified local law, or specified provisions of a local law, made by the local government under this Act or any other Act.*

** Absolute majority required.*

Local Government (Administration) Regulations 1996

r 14A. Attendance by telephone etc. (Act s. 5.25(1) (ba))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the person is in a suitable place; and

(c) the council has approved of the arrangement.*

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

disability has the meaning given in the Disability Services Act 1993 section 3;

suitable place —

(a) in relation to a person with a disability — means a place that the council has approved* as a suitable place for the purpose of this paragraph; and

(b) in relation to any other person — means a place that the council has approved* as a suitable place for the purpose of this paragraph and that is located —

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling; **townsite** has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

* Absolute majority required.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(193/2020) Moved: Cr Coppen

Seconded: Cr Jacobs

That Council allow Cr Janeane Mason to attend the Council meeting on 15 December 2020 by telephone from her home in Waterloo due to her inability to drive to the meeting following her recent hand surgery.

Carried by Absolute Majority 6/0

Cr Mason joined the meeting at 3.04pm by telephone.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. D L Hickey

Cr. M A Weguelin

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Coppen

Cr. F R Gilmore

Cr. J A Mason (by
telephone)

Chief Executive Officer

Deputy Chief Executive Officer

Executive Support Officer

N A Manton

K A Caley

K L Biglin

APOLOGIES

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire has been advised that Olga Joyce Buck, Michael Thompson, Elisabeth Crombie, Ron Williams and Ian Ripp have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

NIL

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 November 2020 (Attachment 7.1.1).

COUNCIL RESOLUTION

(194/2020) Moved: Cr Gilmore

Seconded: Cr Weguelin

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 17 November 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 (Attachment 7.2.1).

COUNCIL RESOLUTION

(195/2020) Moved: Cr Weguelin

Seconded: Cr Jacobs

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 December 2020 be received.

Carried 7/0

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/12/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – NOVEMBER 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 20	SALES	MTHLY	FROM JULY 20
Internet Use / Computer Use	10	58	Movie Club Fees	8	30
Photocopying / Printing / Faxing	19	113	Phonebook Sales	10	51
Laminating / Binding / Folding	0	17	Moments In Time Books	0	0
Sec. Services / Scans / CD Burning	7	38	Book Sales	0	0
Room Hire	6	12	Wrapping Paper / Postcard Sales	0	2
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	14	Phone calls	0	0
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	42	254	Total:	18	83
<i>Monthly People through:</i>	60				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	2	9	Corrigin Toy Library	5	30
Tourism	25	187	Broadband for Seniors / Webinars	11	40
Government Access Point	0	44	General Enquires (Face/Email/Website)	138	622
Community Information	11	88	Corrigin Public Library	37	192
Conf. / Vid Conf. / Training	40	362	Corrigin Library eResources	40	287
University Exams	0	0			
Total:	78	690	Total:	231	1171
<i>Monthly People through:</i>	309				

TOTAL FOR THE MONTH OF NOVEMBER: 369

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – NOVEMBER 2020

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Forrest Personnel	2	Professionals Office	Commercial
Movie Club	8	Conference Room	N/A
Forrest Personnel	5	Professionals Office	Commercial
Accessibility	3	Professionals Office	Commercial
Rural Traffic	7	Video Conf Room	Commercial
WALGA Training	4	Conference Room	N/A
Grant Writing Training	2	Professionals Office	N/A
Forrest Personnel	5	Professionals Office	Commercial

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	*480	*296	*341	424	5740
2020-21	391	409	449	561	369								

*COVID-19 pandemic restrictions in place

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(196/2020) Moved: Cr Coppen

Seconded: Cr Weguelin

That Council receives the Corrigin Community Resource Centre Report.

Carried 7/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	3/12/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – November 2020

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of November 2020 are provided as Attachment 8.1.2 – Accounts for Payment - November 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$1,133.00.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15594 - 15700	\$645,746.83	
	Cheque	020547 - 020558	\$36,880.79	
	Direct Debit	November 2020	\$34,691.73	
	Payroll	November 2020	\$129,494.60	\$846,813.95
Trust	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	November 2020	\$27,736.55	\$27,736.55
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of November 2020				\$874,550.50

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – August 2020, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & ES Trust & Licensing	EFT	EFT15593	EFT15594
Municipal	Cheque	020546	020547
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020 / 2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(197/2020) Moved: Cr Dickinson Secoded: Cr Jacobs

That Council reviews the list of accounts paid and acknowledges that payments totalling \$874,550.50 have been made during the month of November 2020.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8 December 2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 September 2020 to 28 October 2020.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(198/2020) Moved: Cr Weguelin

Seconded: Cr Gilmore

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 September 2020 to 28 October 2020 for \$2,923.49.

Carried 7/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	8 December 2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report for month ending 30 November 2020

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 November 2020.

BACKGROUND

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

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

COMMENT

Council is maintaining a solid cash position with \$3.9million remaining in short term investment and still with a fair amount of grant funding to be claimed as projects are completed. During the month \$500,000 of the Drought Relief funding was received. Capital projects are still progressing and the cash impact will be seen over the next few months as progress payments become due. The Manager of Works vehicle arrived during the month after a long wait for it to arrive and the necessary extras fitted. The swimming pool upgrade was also completed.

Approximately 84% of the outstanding rates have been collected to date this is a slight increase from 81.54% at the same time last year.

November was a busy month as staff were tirelessly working to get the annual financial statements completed and ready to be signed off by the OAG at the scheduled December Audit and Risk Committee meeting. Pleasingly, the report was signed off a week earlier than previous years by the auditors after a meeting with the Audit and Risk Committee to discuss the financial report and annual audit findings.

As reported in the November agenda, there was some changes to the Financial Management Regulations that came into effect retrospectively as of 30 June 2020. Regulation 16 Land under local governments control has been deleted which meant that Council are no longer required to treat certain vested land assets such as golf courses, showgrounds etc. differently and could be removed from the asset register. A total of \$643,000 worth of land, namely the Corrigin Golf Course and Corrigin Showgrounds – Racecourse (Speedway), was removed from the asset register. Regulation 17A Assets, valuations of for financial reports was also amended to remove the requirement of having plant and equipment measured at fair value and to allow Councils to report these assets at cost. Land and Buildings and Infrastructure will continue to be revalued and measured as fair value. Further information on the regulations can be found in the *Local Government (Financial Management) Regulations 1996*.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(199/2020) Moved: Cr Gilmore

Seconded: Cr Coppen

That Council accept the Statement of Financial Activity for the month ending 30 November 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 7/0

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2020

Applicant:	Audit and Risk Management Committee
Date:	8/12/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0232
Attachment Ref:	Attachment 8.2.1 Annual Report and Audited Financial Statement

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Tuesday 8 December 2020 and accept the 2019/2020 Annual Report and Financial Statements for the period ending 30 June 2020.

BACKGROUND

Representatives from Moore Australia, on behalf of the Office of the Auditor General, conducted an interim audit externally in March 2020 and visited the administration office in October 2020 to conduct the final audit.

The CEO received the auditor's report and management letter regarding the 2019/2020 Annual Financial Report from Moore Australia on 9 December 2020 and a copy is included as Attachment 8.2.1. The CEO has responded to issues raised in the management report.

Mr Greg Godwin, partner Moore Australia and Ms Anna Liang, Assistant Director from Office of the Auditor General, in her capacity as the Shire of Corrigin Auditor met with the Audit and Risk Management Committee on 8 December 2020 and provided an overview of the 2019/2020 annual financial report and addressed issues raised in the audit and management reports.

COMMENT

In accordance with s5.53 of the *Local Government Act 1995* a local government is required to prepare and accept an annual report for each financial year, no later than 31 December or within two months of the Auditor's Report becoming available if that is not received prior to 31 December.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2019/2020 is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. In order to comply with this requirement an annual meeting of electors would need to be held prior to 9 February 2021. It is proposed that the Electors Meeting be held on Tuesday 2 February 2021 commencing at 6.30pm.

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

STATUTORY ENVIRONMENT

Local Government Act 1995

s. 5.27 – Electors’ general meetings

s. 5.29 – Convening electors’ meetings

s.5.53 – Annual reports

s.5.54 – Acceptance of annual reports

s.5.55 – Notice of Annual

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

3.1 Risk management policy

2.15 Significant accounting policies

8.11 Audit and Risk Management Committee

8.12 Appointment of Auditor

FINANCIAL IMPLICATIONS

Provision was for the costs associated with the 2019/20 audit in the 2019/20 budget. The amount budgeted was \$58,000.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Review Council policies and Corporate Business Plan
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the shire	4.1.3.5	Provide Council with adequate and appropriate information on a timely basis.

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(200/2020) Moved: Cr Coppen

Seconded: Cr Dickinson

That Council:

- 1) *Accept the Annual Report and Audited Financial Statement; auditors report and management report for the 2019/2020 financial year as presented in Attachment 8.2.1; and*
- 2) *Hold a General Meeting of Electors on Tuesday 2 February 2021 commencing at 6.30pm at the Corrigin Resource Centre.*

Carried by Absolute Majority 7/0

8.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – REPORT OF AUDIT FINDINGS

Applicant:	Audit and Risk Management Committee
Date:	8/12/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0232
Attachment Ref:	NIL

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the Audit Management letter for the year 30 June 2020 together with the comments provided by the Chief Executive Officer and Deputy Chief Executive Officer in response to significant findings.

BACKGROUND

Moore Australia conducted an offsite interim audit in March 2020 on behalf of the Office of the Auditor General followed by an onsite final audit in October 2020.

The outcome of the interim audit resulted in findings in four areas that required management and/or Council to take necessary steps to ensure processes were in place prior to the final audit.

The final audit has concluded with the auditors confirming that the interim findings have been resolved to their satisfaction and only two findings during the final audit surrounding the Operating Surplus Ratio and the Asset Sustainability Ratio.

COMMENT

The Audit and Risk Management Committee is required to examine the report of the Auditor and prepare a report responding to the findings and the actions the Shire of Corrigin have taken or intend to undertake in relation to the matters raised.

Management have included comment on the actions taken in relation to the final audit findings report below.

STATUTORY ENVIRONMENT

Local Government Act 1995, s7.12A – Duties of a Local Government in respect to the Audit.

POLICY IMPLICATIONS

3.1 Risk management policy

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(201/2020) Moved: Cr Dickinson Seconded: Cr Gilmore

That Council:

- 1) *Receives the report on Audit Management Letter for the year ended 30 June 2020; and*

- 2) *Forward a copy of the report on the findings from the audit to the Minister for Local Government, Sport and Cultural Industries.*

Carried 7/0



Report on Significant Findings 2019-20 Final Audit

Finding 1- Significant Adverse Trend in Operating Surplus Ratio.

The operating surplus ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. The basic standard for this ratio is between 0.01 and 0.15. A small Council such as Corrigin relies heavily on external government funding to assist in maintaining sustainability. An analysis of neighbouring councils in previous years have shown that adverse trends in the operating surplus ratio is a common issue in regional councils.

The shire has limited opportunities to increase operating income through rates, fees and changes or investment income.

Council and management will continue to monitor income and expenditure as well as identifying ways to continually improve the operating position especially through the long term financial plan to try and increase the ratio to above the basic acceptable level. However it is likely that this ratio will remain below the benchmark in the coming years.

Finding 2 Below Benchmark Noted in the Asset Sustainability Ratio

The asset sustainability ratio is an approximation of the extent to which local government assets are being replaced as they reach their expected useful lives or whether the local government is replacing or renewing assets at the same rate the asset is wearing out. This ratio is calculated by measuring capital expenditure on renewal or replacement of assets relative to the depreciation expense. The benchmark standard for this ratio is 0.90.

Council have been vigilant in keeping the larger community and public buildings well maintained and prolonging the life of the assets before having to renew or replace them. Unfortunately this approach hinders the calculation of the asset sustainability ratio as the maintenance expenditure is captured in the operating expenditure rather than as capital renewal expenditure.

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

Council and management will continue to monitor expenditure on renewing assets and the 10 year road program includes an average annual investment of \$1.0million for renewal of rural roads and town streets, \$800,000 on upgrades and \$625,000 maintenance expenditure. The Shire of Corrigin will continue to identify opportunities to invest in renewal and replacement of the assets but will continue to rely on grant funding to support this investment especially with regard to road assets.

8.2.3 ORDINARY COUNCIL MEETING DATES 2021

Applicant:	Shire of Corrigin
Date:	1/12/2020
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2021.

BACKGROUND

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

COMMENT

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

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

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

The following Ordinary Council Meeting dates for 2021 are recommended to Council (note: Council does not ordinarily meet in January):

16 February 2021
16 March 2021
20 April 2021
18 May 2021
15 June 2021
20 July 2021
17 August 2021
21 September 2021
19 October 2021
16 November 2021
21 December 2021

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

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

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

(a) the ordinary council meetings; and

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

POLICY IMPLICATIONS

Policy 8.6 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(202/2020) Moved: Cr Coppen

Seconded: Cr Jacobs

That Council approve the following schedule for Ordinary Council Meeting for 2021, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates as provided.

16 February 2021

16 March 2021

20 April 2021

18 May 2021

15 June 2021

20 July 2021

17 August 2021

21 September 2021

19 October 2021

16 November 2021

21 December 2021

Carried 7/0

9 CHIEF EXECUTIVE OFFICER REPORT

Winner Tidy Towns Sustainable Communities Award -

I attended the Keep Australia Beautiful Awards presentation event at Optus Stadium on 27 November 2020 along with Heather Ives, Co-ordinator Corrigin Resource Centre, and Val Whiting from the Corrigin Tidy Towns Committee. The Corrigin Staying at Home Community Photography Project was announced as the state winner of the Community Action COVID category.

Congratulations to the team at the Shire of Corrigin and Corrigin Community Resource Centre for their amazing support of the community during this challenging time. The banners that were created using a collage of the photographs submitted as part of this project provide a welcoming display for visitors to the town on Walton Street.

Regional Achievement and Community Awards

The Shire of Corrigin was recently selected as a Finalist in the Regional Achievement and Community Awards in the Making a Difference category sponsored by the Department Local Government, Sport and Cultural Industries. The nomination recognised the Shire of Corrigin for employing additional staff during the COVID-19 pandemic and the improvements to the town.

It was a pleasure to attend the awards presentation event at the Hyatt in Perth on 3 December 2020 along with Cr Hickey, Cr Weguelin, Cr Jacobs and Cr Dickinson. Unfortunately the Shire of Corrigin was not the winner for the awards and we congratulated the Bindoon Library on being the winner of the Making a Difference Award.

Opening Container Deposit Scheme

The new Container Deposit Scheme shed was officially opened on 2 December 2020 and the students from Corrigin District High School, visitors and guests enjoyed a tour of the facilities. A sausage sizzle was enjoyed by all following the official cutting of the ribbon.

10 PRESIDENT'S REPORT

The President acknowledged and congratulated the Community Resource Centre on winning the Community Action COVID category of the Tidy Towns Sustainable Communities Awards.

Last week the President along with Mrs Manton Cr Weguelin, Cr Dickinson and Cr Jacobs attended the WA Regional Achievement Awards. Although the Shire of Corrigin did not come home with the win, it was great to see the diversity of achievements that other Shire's accomplished across the state over the past year.

The President would like to thank Mrs Manton, the Shire Administration and Works Team for their continuous efforts and resilience in getting through this tough year and wishes the whole team a Merry Christmas.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 16 February 2021 at 3.00pm.

16 MEETING CLOSURE

The President, Cr Des Hickey closed the meeting at 3.33pm.

President: _____ Date: _____