



A G E N D A

ORDINARY COUNCIL MEETING

20 June 2023

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 20 June 2023 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

12.30pm – 1.00pm	Lunch
1.00pm – 2.30pm	Discussion Forum
2.30pm – 3.00pm	Afternoon Tea
3.00pm	Council Meeting
	Budget workshop to follow council meeting

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



Natalie Manton
Chief Executive Officer
20 June 2023

Disclaimer:

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

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1 DECLARATION OF OPENING

Council would like to acknowledge that this meeting is being held on the traditional lands of the Noongar people and pay our respects to their elders past, present and emerging.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Leave of Absence – Cr. Jacobs was granted a leave of absence at the ordinary Council meeting held on 18 April 2023.

3 PUBLIC QUESTION TIME

A period of 15 minutes is allocated for questions with a further period of 15 minutes provided for statements from members of the public. The procedure for asking questions and responding is to be determined by the presiding member. The time allocated for questions is to be decided by the members of the Council and members of the public are to be given an equal and fair opportunity to ask a question and receive a response.

Questions and statements are to be –

- a) Presented in writing on the relevant form to the Chief Executive Officer prior to commencement of the meeting; and
- b) Clear and concise

4 MEMORIALS

The Shire has been advised that Isobel Szczecinski and Keith Pond have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLATIONS OF INTEREST

Councillors and Officers are reminded of the requirements of s5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting before the matter is discussed and of the requirement to disclose an interest affecting impartiality under the Shire of Corrigin Code of Conduct.

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 May 2023 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 May 2023 (Attachment 7.1.1) be confirmed as a true and correct record subject to minor amendment of the voting requirement for item 8.2.1 CEO Performance Review to absolute majority. Note the resolution was passed by absolute majority.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 22 May 2023 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 22 May 2023 (Attachment 7.2.1) be confirmed as a true and correct record.

7.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 13 June 2023 (Attachment 7.2.2).

OFFICER'S RECOMMENDATION

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 13 June 2023 (Attachment 7.2.2) be received.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/06/2023
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 – May 2023

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of May 2023 are provided as Attachment 8.1.1 – Accounts for Payment – May 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$1,155.18.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	18774 - 18797, 18800 - 18843, 18845, 18848 - 18874,	\$397,483.54	
	Cheque	020928 - 020933	\$28,843.58	
	Direct Debit	May 2023	\$40,205.40	
	Payroll	May 2023	\$122,294.19	\$588,826.71
Trust	EFT	18773, 18798 - 18799	\$3,418.55	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$3,418.55
Licensing Trust	EFT	18844	\$955.95	
	Direct Debit	May 2023	\$18,990.65	\$19,946.60
Edna Stevenson	EFT	18846 - 18847	\$9,000.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$9,000.00
Total Payments for the Month of May 2023				\$621,191.86

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 8.1.1 – Accounts for Payment – May 2023, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in Report
Municipal, Trust, ES Trust and Licensing	EFT	EFT18772	EFT18773
Municipal	Cheque	020927	020928
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022 / 2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council reviews the list of accounts paid and acknowledges that payments totalling \$621,191.86 have been made during the month of May 2023.

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	16/05/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – 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 March – 28 April 2023.

BACKGROUND

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

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

COMMENT

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

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

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure 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 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 2022/2023 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse credit card payments for the period 29 March – 28 April 2023 for \$2,778.97 in accordance with Attachment 8.1.2

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 May 2023

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 May 2023.

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

April closed with \$1,827,280 in the Municipal bank account and \$245,069 in short term investment. FAGS funding was withdrawn from the term deposit during the month. Final claims for grant funding are being prepared for submission prior to 30 June.

Rate collection is at 97.5% compared to 94.9% at the same time last year. Payments are still slowly coming in with only \$75,681 outstanding compared to \$148,749 at the same time last year. This outstanding amount is made up of the following:

Long outstanding debtor	30,630
(Includes current charges. Receiving regular payments)	
2 properties with a Property Seize and Sale Order	20,059
Debt Collection Agent (current debts)	13,302
Current Instalments Remaining	7,324
Current Pensioners (not due until 30 June 2023)	4,143
Deferred Pensioners	18,198
Special Payment Arrangements	3,654
LESS Excess Rates (Rates Payment in Advance)	-21,629
TOTAL OUTSTANDING	<u>75,681</u>

Capital projects are extremely under budget due to timing for various reason.

- Gorge Rock toilet Installation is expected to be carried over to the new financial year.
- Enclosing of the I-Beams and constructing the portico at the CREC has been costed up and will be re-budgeted in 23/24.
- A replacement dishwasher was purchased for the CREC as the existing washer had an electrical fire in the control panel. A claim for insurance has been made and the cost refunded back to the shire.
- Purchase orders have been issued for all the plant replacement. Delivery times for the vehicles and machinery range between August 2023 and April 2024.
- The road construction program has been completed and come in under budget.
- Rotary Park was set for completion prior to 30 June however the recent wet weather has held the project up.

- The administration server room upgrade is almost complete with the final stage being carried out over the 17 to 19 June 2023.
- The main pool expansion joints have been booked for completion in February 2024.

Further information on the May 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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 May 2023 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	23/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GOV.0001
Attachment Ref:	Attachment 8.2.1 – Delegations Register

SUMMARY

Council is requested to review and endorse the Delegation Register as required under s5.46 (2) of the *Local Government Act 1995*.

BACKGROUND

Under s5.46 (2) of the *Local Government Act 1995* Council is required to, at least once every financial year review its delegations to the Chief Executive Officer (CEO) and employees.

Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees.

Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 21 June 2022 and passed by resolution 65/2022.

A new delegation to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* has been added. This delegation will assist with timely and efficient decision making for routine town planning matters.

COMMENT

The Delegations Register has been updated and amended based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of the register.

STATUTORY ENVIRONMENT

S5.18 Local Government Act 1995 Register of delegations to committees

*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO **

S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	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

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, process and implementation.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the Delegations Register as provided in Attachment 8.2.1.

8.2.2 REVISED RECORD KEEPING PLAN

Applicant:	Shire of Corrigin
Date:	13/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	IM.0009
Attachment Ref:	Attachment 8.2.2 – Shire of Corrigin Recordkeeping Plan 2023

SUMMARY

This report is to seek Council endorsement of the revised Record Keeping Plan 2023.

BACKGROUND

The *State Records Act 2000* requires all government agencies to submit a Record Keeping Plan to the State Records Commission for approval, with a revised plan to be submitted at least every five years.

COMMENT

The Shire of Corrigin Record Keeping Plan was last reviewed in March 2018 with the five year review due in 2023.

The purpose of the plan is to set out the matters about which records are to be created and records are kept. The plan provides an accurate reflection of the recordkeeping of the Shire including systems, disposal arrangements, policies, practices, and processes.

The Recordkeeping Plan is designed to be utilised in conjunction with the Record Disaster Management Plan and the IT Disaster Recovery Plan that were endorsed by Council in February 2022.

STATUTORY ENVIRONMENT

State Records Act 2000

s.19: Government organizations to have plans

Every government organization must have a record keeping plan that has been approved by the Commission under section 23.

s.28: Review of plans

- (1) A government organization may review its record keeping plan at any time.*
- (2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.*
- (3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.*
- (4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.*
- (5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.*
- (6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.*
- (7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the Shire of Corrigin Recordkeeping Plan as presented in attachment 8.2.2.

8.2.3 CONDUCT OF LOCAL GOVERNMENT ELECTION 2023

Applicant:	Shire of Corrigin
Date:	15/05/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0051
Attachment Ref:	NIL

SUMMARY

Council is asked to consider conducting the Shire of Corrigin 2023 ordinary local government election by the postal voting method and appointing the WA Electoral Commission (WAEC) for this purpose.

BACKGROUND

The recent *Local Government Act 1995* legislative reform initiatives have introduced changes to the way elections are conducted and include a requirement for optional preferential voting to replace the first past the post system. The new legislation is in place for 2023 elections with optional preferential voting significantly increasing the complexity of the election count.

The next ordinary Local Government election is scheduled for Saturday, 21 October 2023 and there will be four vacancies to fill.

Options for the conduct of the election include

- 1 WA Electoral Commission conduct postal election with votes cast by posting or delivering them to an electoral officer on or before election day
2. WA Electoral Commission (WAEC) conduct in person election by voting in person on election day or in person before election day, or posted or delivered, in accordance with regulations
3. Shire to conduct in person election using Count WA software

At the 2021 ordinary Local Government elections, the WAEC conducted 98 elections (70% of the total elections held) comprising:

- 92 Postal Elections (66%)
- 6 In-Person Elections (4%).
- 41 in-person elections were managed by the Local Government with the CEO acting as Returning Officer.

A benefit of the WAEC conducting the elections is that the process and the Returning Officer are largely independent of the Shire of Corrigin. If the Shire of Corrigin was to conduct the election without engaging the services of the WAEC it is likely to have a considerable impact on both the financial and staff resources.

Conducting an election without the assistance of the WAEC presents numerous challenges, particularly for the Chief Executive Officer who is also the Returning Officer. The requirements and expectations placed on the Chief Executive Officer when taking on this dual role can be both contentious and time consuming. In addition to dealing with complaints received during the election period, the dual role can lead to an unwelcome perception of conflict of interest and bias from the community.

The WAEC was contacted to provide quotes to conduct the 2023 ordinary elections and has provided the following options and pricing.

WAEC Conduct Postal Election

The estimated cost for the WAEC to conduct the local government election via a postal ballot is \$15,000 inc GST, which is based on the following assumptions:

- 830 electors
- response rate of approximately 50%
- four (4) vacancies
- count to be conducted at the offices of the Shire of Corrigin
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$180 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The cost estimate does not include expenses for election functions that remain the responsibility of the Local Government, including the appointment of a Deputy Returning Officer and additional election officers to assist with the election process

WAEC Conduct In Person Election

The estimated cost for the WAEC to conduct the local government an in person election is \$13,000 inc GST, which is based on the following assumptions:

- 830 electors
- response rate of approximately 30%
- four (4) vacancies
- count to be conducted at the offices of the Shire of Corrigin
- appointment of a local Returning Officer
- early voting over the counter at Shire of Corrigin.
- Count WA hardware and software included.

The WAEC provide the Count WA package including computer hardware, software and printers for hire by local governments conducting an in person election in house.

Complete CountWA package

The estimated cost for the WAEC to provide the complete CountWA package for the Shire of Corrigin to conduct an in person election is \$8,000 inc GST, which is based on the following assumptions:

- Laptops with CountWA pre-installed.
- Printer and modem
- Technical support (during business hours on phone) prior to election day
- Training materials and documentation related to CountWA
- Training of use of CountWA (via Teams)
- Helpdesk support on Election Day from 10.00am to 10.00pm
- Plus additional \$1000 equipment bond

CountWA software and support only

The estimated cost for the WAEC to provide the CountWA software only for the Shire of Corrigin to conduct an in person election is \$5,300 inc GST, which is based on the following assumptions:

- Installation package for CountWA supplied on a suitable download link.
- Technical support (during business hours on phone) prior to election day
- Training materials and documentation related to CountWA
- Training of use of CountWA (via Teams)
- Helpdesk support on Election Day from 10.00am to 10.00pm
- Plus additional costs for helpdesk support and couriers

COMMENT

The last date for local government to gain agreement from the WAEC to conduct the election by postal ballot is 28 July 2023

The legislative changes to Local Government elections has increased the complexity of counting with the introduction of optional preferential voting. The Shire of Corrigin could consider the option of the WAEC conducting a postal election election.

If Council does not request the WAEC to conduct a postal voting election, the Shire of Corrigin will be required to conduct the election as either an in-person voting election managed by the shire, with the CEO as the Returning Officer (unless otherwise determined), or alternatively as an in-person voting election managed by the WAEC.

An in-person election managed by the Shire of Corrigin would require considerable staff time and resources and has the potential to adversely affect service delivery. The Shire of Corrigin staff do not have experience in conducting a count using a preferential voting system.

Local Governments may access to the WAEC's CountWA vote counting software however the level of technical support and training in the use of this software is unknown. The WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election if the software is used.

If the number of candidate nominations equals the number of vacancies and the positions are declared elected unopposed the WAEC costs will be reduced.

In the 2021 local government elections four nominations were received for the four vacancies and the candidates were elected unopposed. In 2019 the Extra Ordinary election received 212 votes with 144 early and postal votes and 67 votes received on the election day with an overall response rate of 25 percent.

Postal elections encourage greater voter participation and are generally considered to be more representative of the community. A postal vote is likely to be more convenient method of voting for ratepayers and residents and increase the response rate. The postal vote method is the preferred option for at least eight of the neighbouring shires.

This report is provided to assist Council in considering the method of conducting the October 2023 election and recommends that the Shire of Corrigin engage the WA Electoral Commission (WAEC) to conduct a postal method of election.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 4.7 Ordinary elections to elect councillors will be held on the third Saturday in October.

Section 4.20 (1) Where a Local Government is conducting an In-Person election, the CEO is the Returning Officer.

Section 4.20(2) CEO is to be the Returning Officer unless other arrangements made. Enables a Local Government, having first obtained the written agreement of the Electoral Commissioner, to appoint a person (absolute majority required) other than the CEO to be the (Returning Officer for the Local Government election).

Section 4.20 (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is*

*made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections. * Absolute majority required.*

Section 4.61.Choice of methods of conducting election

- (1) The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*
- (2) The local government may decide* to conduct the election as a postal election.
* Absolute majority required.*

Decisions under sections 4.20(2), 4.20(4) and 4.61(2) require an absolute majority decision of Council. The CEO does not have any delegated authority in relation to the appointment of the WA Electoral Commissioner to conduct the election or determining the method in which the election will be conducted.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of conducting the election will be included in the 2023/24 budget based on the following estimates from the WAEC.

Summary of cost estimates for available options

1. Postal election under s 4.2 and 4.61 of Local Government Act \$15,000
2. Conduct in person election for 4 vacancies \$13,000
3. Software licence for in person election for 4 vacancies.
 - a. CountWA software only \$5,300
 - b. CountWA installation, hardware and software \$8,000

The WAEC Costs do not include:

- any legal expenses other than incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

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

OFFICER’S RECOMMENDATION

That Council:

Declare in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.

Decide in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will a postal election.

Approve the expenditure of \$15,000 including gst for inclusion in the 2023/2024 Shire of Corrigin Budget to cover the cost of the local government ordinary election.

8.2.4 ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.4 - Roe Regional Environmental Health Scheme MOU

SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Regional Environmental Health Scheme Memorandum of Understanding which expires on 30 June 2023.

BACKGROUND

The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the Shires of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace.

The Environmental Health Service is administered by the Shire of Corrigin and employs 1.3 full time equivalent staff.

The service operates under an existing MOU between the Councils and it is proposed that the current arrangement be extended for a term 1 July 2023 and to 30 June 2028.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment.

The draft RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and was endorsed by RoeROC delegates at the meeting on 15 June 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Scheme administration costs are included in the annual budget each year based on the visitation schedule included in schedule 1 of the MOU.

Shire of Corrigin Roe Regional Environmental Health Scheme salaries and on costs included in budget allocations.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to June 2028.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

8.2.5 ROE REGIONAL ORGANISATION OF COUNCILS MOU

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.5 - RoeROC Memorandum of Understanding

SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Regional Organisation of Councils Memorandum of Understanding (MOU).

BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established to:

- To enhance and assist in the advancement of the Region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- To encourage cooperation and resource sharing on a regional basis.
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC may include the following areas:

Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the Southeastern Wheatbelt region to maximise community benefit.

Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blueprint for successful joint arrangements.
- Establish a central facility for local government functions such as rating, accounting and records management.

- Develop the capacity as a group to tender for and undertake major and minor works.

Economic and Community Building

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

Health and Community Services

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

Environment

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

Recreation

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

Transport

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

COMMENT

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment.

The RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft was presented to the RoeROC delegates for consideration

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Member Councils are required to make an annual financial contribution towards the operations of RoeROC in equal shares and may also be requested to contribute towards specific projects or initiatives.

COMMUNITY AND STRATEGIC OBJECTIVES

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

OBJECTIVE: GOVERNANCE AND LEADERSHIP

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Endorse the RoeROC Memorandum of Understanding for the period 1 July 2023 to June 2028.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

8.2.6 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - REPORT OF INTERIM AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0332
Attachment Ref:	Attachment 8.2.6 – Interim Management Letter and Findings – Year ending 30 June 2023.

SUMMARY

Council is to consider the feedback from the interim audit conducted by AMD between 1 – 3 May 2023.

BACKGROUND

AMD conducted the interim audit on behalf of the Office of the Auditor General from 1 to 3 May 2023 onsite. The Shire of Corrigin administration staff responded to the numerous requests for information prior to the auditors arriving onsite and during this period.

The auditors provided feedback on one finding from the interim audit that requires attention for future compliance.

COMMENT

The finding noted by the Auditors and reported to the OAG related to bank reconciliations. The auditors identified that there was a variance of \$27,309.80 between the 31 March 2023 bank reconciliations for the reserve and short-term accounts. This variance related to interest earned on a reserves term deposit that hadn't yet been processed in the general ledger at the time of the audit. The variance has since been rectified by staff.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- 3.1 Risk Management Policy
- 8.11 Audit and Risk Committee
- 8.12 Appointment of an Auditor

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council receive the Interim Audit findings from AMD Chartered Accountants and note the areas that have been addressed and issues have been completed.

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

Applicant:	Shire of Corrigin
Date:	14/06/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.7 – Corrigin Risk Management Framework

SUMMARY

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

BACKGROUND

Council has previously adopted a combined Risk Management Framework consisting of a risk management policy and framework (procedural document) that outlines the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals and objectives.

In 2020 these two elements of risk management were separated and a Risk Management Policy was included as a stand-alone policy in the Shire's Register of Policies (Policy 3.1).

The Risk Management Framework – Policy and Procedure documents were initially prepared with assistance from LGIS as part of the Shire's overall Risk Management Governance Framework. As part of good governance the Risk Framework requires regular reviews to ensure it is appropriate to the current organisational structure and legislative requirements.

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

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

The separated policy was reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2022.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

s17 CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

(a) risk management; and

(b) Internal control; and

(c) Legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

POLICY IMPLICATIONS

3.1 Risk Management Policy – reviewed 18 October 2022

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

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council endorse the updated Risk Management Framework as included in Attachment 8.2.7.

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

10 PRESIDENT’S REPORT

11 COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEM

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 18 July 2023.

16 MEETING CLOSURE