

# SHIRE OF CORRIGIN AGENDA



21 March  
2016

## ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on 21 March 2016 commencing at 3.00pm in the Council Chambers.

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## Notice of Meeting

The next Ordinary Meeting of Council for the Shire of Corrigin will be held on Monday 21 March 2016 at the Council Chambers 9 Lynch Street Corrigin commencing at 3.00pm.

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Rob Paull – Chief Executive Officer

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## Order of Business

Ordinary Council Meeting to be held on Monday 21 March 2016

<b>10.30am</b>	<i>Rockview Land Management Committee</i>
<b>11.00 am</b>	<i>Audit Committee</i>
<b>12.30 pm</b>	<i>Lunch</i>
<b>1.00 pm</b>	<i>Discussion Period</i>
<b>2.30 pm</b>	<i>Afternoon Tea</i>
<b>3.00 pm</b>	<i>Council Meeting</i>
<b>5.00 pm</b>	<i>Nibbles</i>

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**1. DECLARATION OF OPENING**

**2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE**

President	L Baker
Deputy President	D L Hickey
	T J Pridham
	J A Mason
	M B Dickinson
	S G Hardingham
	B D Praetz
Chief Executive Officer	R L Paull
Executive Manager, Corporate & Community Services	T L Dayman
Executive Manager, Governance & Compliance	H V Talbot
Governance Executive Officer	D J Whitehead

**3. PUBLIC QUESTION TIME**

**4. MEMORIALS**

It was advised that Barry Swift, Kevin West, Dorothy Price, Jim Richards and Lesley Ebsary had passed away since the last meeting.

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS /SUBMISSIONS**

**6. DECLARATIONS OF INTEREST**

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Previous Council Meetings and Business Arising from Minutes – Attachment 7.1**

*That the minutes of the Ordinary Meeting of Council held on Tuesday 16 February 2016 be confirmed as a true and correct record.*

**7.2. Committee Meetings and Business Arising from Minute**

**7.2.1. MINUTES OF SHIRE OF CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE – ATTACHMENT 7.2.1**

Meeting held on Tuesday 29 February 2016 at the Council Chambers, 9 Lynch Street Corrigin commencing at 2.30pm – Attachment 7.2.1

**OFFICER'S RECOMMENDATION**

*That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 29 February 2016 and as provided in Attachment 7.2.1 be received.*

**7.2.2. SUMMARY MINUTES – WALGA STATE COUNCIL – ATTACHMENT 7.2.2**

Meeting held on Wednesday 2 March 2016 at WALGA, 170 Railway Parade, West Leederville on Wednesday 2 March 2016 commenced at 4:02pm. – Attachment 7.2.2

**OFFICER'S RECOMMENDATION**

*That the minutes of the WALGA State Council meeting held on Wednesday 2 March 2016 and as provided in Attachment 7.2.2 be received.*

**7.2.3. MINUTES OF SHIRE OF CORRIGIN ROCKVIEW LAND MANAGEMENT COMMITTEE – (TO BE PRESENTED TO COUNCIL) – ATTACHMENT 7.2.3**

Meeting held on Monday 21 March 2016 commencing at 10.30 am at the Council Chambers, 9 Lynch Street Corrigin – Attachment 7.2.3

**OFFICER'S RECOMMENDATION**

*That the minutes of the Shire of Corrigin Rockview Land Management Committee meeting held on Monday 21 March 2016 and as provided in Attachment 7.2.3 be received.*

**7.2.4. MINUTES OF SHIRE OF CORRIGIN AUDIT AND RISK MANAGEMENT COMMITTEE - (TO BE PRESENTED TO COUNCIL) - ATTACHMENT 7.2.4**

Meeting held on Monday 21 March 2016 commencing at 11.00am at the Council Chambers, 9 Lynch Street Corrigin – Attachment 7.2.4

**OFFICER'S RECOMMENDATION**

*That the minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held on Monday 21 March 2016 and as provided in Attachment 7.2.4 be received*

**7.2.5. CORRIGIN RECREATION & EVENTS CENTRE ADVISORY COMMITTEE**

Minutes of the Corrigin Recreation & Events Centre Advisory Committee meeting held on the 15 February 2016, which has previously been accepted by Council, include a number of committee recommendations for council's consideration. (Attachment 7.2.5)

**7.2.5.1. UPDATE OF FINAL FITOUT OF CORRIGIN RECREATION & EVENTS CENTRE**

That the Corrigin Recreation & Events Centre Advisory Committee recommend to Council that the:

1. Update of the final fit-out of the Corrigin Recreation and Events Centre as provided for in the Shire Report be accepted; and
2. For an initial period of a year or so, the Shire be requested to seek from other local governments the opportunity to hire carpet as covering for the courts.

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Accept the update of the final fit-out of the Corrigin Recreation and Events Centre as provided for in the Shire Report (Note Attachment 7.2.5.1); and*
2. *For an initial period of a year or so, the Shire be requested to seek from other local governments the opportunity to hire carpet as covering for the courts.*

**7.2.5.2. CORRIGIN RECREATION & EVENTS CENTRE PLAYGROUND**

That the Corrigin Recreation & Events Centre Advisory Committee recommend to Council that the preferred location of Playground at the Corrigin Recreation & Events Centre is generally opposite the Function Area.



**OFFICER'S RECOMMENDATION**

*That Council accept the preferred location of Playground at the Corrigin Recreation & Events Centre is generally opposite the Function Area.*

**7.2.5.3. MEMORANDUM OF UNDERSTANDING**

1. That the Corrigin Recreation & Advisory Committee advise Council the finalisation of the Memorandums of Under Standing (MOU's) between the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey Club is progressing and it is anticipated that agreement on the MOU's will be finalised before the start of the 2016 Football, Netball and Hockey seasons.
2. That to assist Clubs in achieving workable MOU's, the Corrigin Recreation & Advisory Committee requests Council to consider changing the settings of the freezer in the Function Room to a setting of a refrigerator which can be locked to enable Clubs to retain their liquid refreshments in the refrigerator over a season.

**OFFICER'S RECOMMENDATION**

1. *That Council note the finalisation of the Memorandums of Under Standing (MOU's) between the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey Club is progressing and it is anticipated that agreement on the MOU's will be finalised before the start of the 2016 Football, Netball and Hockey seasons.*
2. *That Council request the Chief Executive Officer to make suitable arrangements to change the settings of the freezer in the Function Room to a setting of a refrigerator which can be locked to enable Clubs to retain their liquid refreshments in the refrigerator over a season.*

**7.2.5.4. MANAGEMENT AND HIRING ARRANGEMENTS**

1. That the Corrigin Recreation & Event Centre Advisory Committee recommends to Council the adoption of the following documents 2016 season: (Attachments 7.2.5.4A to 7.2.5.4E)
  - Booking Application form (Attachment 7.2.5.4A)
  - Clean-up checklist (Attachment 7.2.5.4B)
  - Application for discounted hire (Attachment 7.2.5.4C)
  - Application to consume alcohol (Attachment 7.2.5.4D)
  - CREC Hire Terms and Conditions. (Attachment 7.2.5.4E)
2. That the Corrigin Recreation & Event Centre Advisory Committee recommends to Council that it proceeds with entering into agreements with the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey club.

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Adopt the following documents 2016 season: (Attachments 7.2.5.4A to 7.2.5.4E)*
  - *Booking Application form (Attachment 7.2.5.4A)*
  - *Clean-up checklist (Attachment 7.2.5.4B)*
  - *Application for discounted hire (Attachment 7.2.5.4C)*
  - *Application to consume alcohol (Attachment 7.2.5.4D)*
  - *CREC Hire Terms and Conditions. (Attachment 7.2.5.4E)*
  
2. *Proceed with entering into agreements with the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey club.*

**7.2.5.5. OPENING OF CORRIGIN RECREATION & EVENTS CENTRE**

That the Corrigin Recreation & Events Centre Advisory Committee recommend to Council that the update of opening of the Corrigin Recreation and Events Centre as provided for in the Shire Report be accepted.

**OFFICER'S RECOMMENDATION**

*That Council note the opening of the Corrigin Recreation and Events Centre as provided for in the Shire Report.*

**8. MATTERS REQUIRING A COUNCIL DECISION INCLUDING MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**8.1. Corporate and Community Service Reports**

**8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Heather Ives, Coordinator Community Services
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	Nil

**COMMENT**

**1. CORRIGIN CRC – PROJECTS**

**Lottery west - Community Spaces Outdoor**

Funding Submitted for CREC Playground.

*Successful funding application \$40 284.*

**Thank a Volunteer Grants Program 2016**

Funding application submitted to hold a Sundowner event on 6<sup>th</sup> April 2016.

*Successful funding application - \$675.*

**Bike Week 2016**

Bike Week Funding application submitted to hold “Bike Week Treasure Hunt” event on Sunday 13th March 2016. (date postponed due to clash with CREC Opening, rescheduled date to Sunday 3<sup>rd</sup> April)

*Successful funding application - \$300.*

**National Youth Week 2016**

“Sk8, Scoot & BMX Workshop Jam Session” Funding application submitted to hold Corrigin event on Tuesday 12th April 2016.

*Successful funding application \$980*

**CRC Governance Funding 2015/2016**

Funding partnership with Quairading CRC, to run a series of Governance Workshops tailored to assist local Clubs & Groups

“Grant Writing & Project Planning” Workshop – 29<sup>th</sup> Oct 2015

“How to Run a Meeting” Workshop – 9<sup>th</sup> March 2016

**2. CORRIGIN CRC Monthly Usage - February 2016:**

CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES					
SERVICES / FEES	MTHLY	YTD from July 15	SALES	MTHLY	YTD from July 15
Internet Use / Computer Use	37	340	Phonebook Sales	11	181
Photocopying / Printing / Faxing	41	323	Moments In Time Books	0	8
Laminating / Binding / Folding	5	41	Books Sales	0	3
Secretarial Services / Scans / CD B	8	63	Wrapping Paper / Postcard Sa	0	14
Room Hire	11	42	Polo Shirt / Eco Bag Sales	0	50
Equipment Hire	0	13	Phonecalls	0	2
Training / Course Fees	0	12	Sale of Assests	0	9
Resource Centre Membership Fee	2	15	Comedy Show - Ticket Sales	0	60
Exam Supervision	0	3	Movies in the Park - BBQ Sales		108
Movie Club Fees	8	49			
		0			
<b>Total</b>	<b>112</b>		<b>Total</b>	<b>11</b>	
<i>Monthly People through :</i>	<b>123</b>				
CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICE	MTHLY	YTD from July 15	SERVICE	MTHLY	YTD from July 15
Department of Human Services	85	642	Broadband for Seniors (+Web	8	62
Phonebook Enquiries	7	39	General Enquiries (Face to Fa	112	393
Tourism	28	303	General (Email/Phone/Webst	90	986
Government Access Point	7	68	Corrigin Toy Library	6	77
Conferences/Training / Westlink	68	535	TR Homes (Referrals)	0	4
Video Conference	0	0			
<b>Total</b>	<b>195</b>		<b>Total</b>	<b>216</b>	
<i>Monthly People through :</i>	<b>411</b>				
<b>TOTAL FOR THE MONTH OF February:</b>	<b>534</b>				

COMMUNITY ECONOMIC / BUSINESS and SOCIAL DEVELOPMENT BOOKINGS			
Description	No's	Room	Govt. Hot Office Booking (HO) / Com. Booking ©
Annual Electors Meeting	14	Conference Room	n/a
Movie Club - February 2016	8	Conference Room	n/a
CREC Opening Meetings x 2	6	Conference Room	n/a
Westlink Broadcast - "Garden Gurus"	4	Video Conference Room	n/a
Forrest Personnel - Employment Services	2	Professional Office	Commercial Booking
Forklift Course (2 days)	9	Conference Room	n/a
Keedac - Aboriginal Services	1	Professional Office	Commercial Booking
Eye Test Appointments	6	Professional Office	Commercial Booking
Holy Oak - Councilling	2	Professional Office	Commercial Booking

**CORRIGIN CRC - Annual Summary Report:**

	JUL	AUG	SEPT	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					4991
													<b>59709</b>

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

None known

**FINANCIAL IMPLICATIONS**

None known

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**Focus area: Various**

**Goal : Various**

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**STRATEGIC THEMES**

**Various**

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receives the Corrigin Community Resource Centre Report for February 2016.*

### **8.1.2. ACCOUNTS FOR PAYMENT – FEBRUARY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Maureen Sloan
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	8.1.2

#### **SUMMARY**

That Council is provided 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 and EFT payments that have been raised for the Council meeting and also during the month of February 2016 are attached.

After payment of the following cheque and EFT payments, the balance of creditors will be \$435,841.39.

#### **STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2015/2016 Annual Budget.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

##### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council in accordance with attachment 8.1.2 endorse:*

- 1. Cheques 20061 – 20073 payments in the Municipal fund totalling \$28,340.95;*
- 2. Electronic Funds Transfer (EFT) and Direct Debit payments in the Municipal Fund totalling \$237,961.99;*
- 3. Cheque 3364 payment in the trust fund totalling \$50.00*
- 4. EFT and Direct Debit payments in the Trust Fund totalling \$782.59;*
- 5. EFT and Direct Debit payments in the Licensing Account totalling \$90,938.62; and*
- 6. Total payments for February 2016 \$358,074.15*

**8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JANUARY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Maureen Sloan, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	8.1.3

**SUMMARY**

This report provides Council with a list of all financial dealings relating the use of credit card payments for the period 30 December 2015 – 28 January 2016.

**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 Finance Manager, to confirm that all expenditure has been occurred, 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 Finance Manager 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 2.15 – Corporate Credit Cards and;  
Policy 2.9 Purchasing Policy



## **FINANCIAL IMPLICATIONS**

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2015/2016 Annual Budget.

## **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

### **6.2 Focus area two: Developing Leadership**

#### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## **5. STRATEGIC THEMES**

### **5.2 Developing Leadership**

<b>Strategic Community Plan link</b>	<b>Strategies</b>
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments made for the period 30 December 2015 – 28 January 2016 totalling \$274.03.*

#### **8.1.4. MONTHLY FINANCIAL REPORT – FEBRUARY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Taryn Dayman, Executive Manager, Corporate & Community Services
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	8.1.4

#### **SUMMARY**

For Council to review and accept the monthly Financial Report for the month ending 29 February 2016.

#### **BACKGROUND**

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

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

#### **COMMENT**

A variance report is included with the monthly financial statements as Attachment 8.1.4.

#### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996.*

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

Monthly Statement of Financial Activity.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

#### **Goal Four: We want to strengthen our community's position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Statement of Financial Activity for the month ending 29 February 2016 included as Attachment 8.1.4 and as presented, and notes any material variances.*

### **8.1.5. 2015-2016 BUDGET REVIEW**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	15 March 2016
Reporting Officer:	Taryn Dayman, Executive Manager Corporate & Community Services
Disclosure of Interest:	No interest to disclose
File Number:	FM 0022
Attachment Reference:	8.1.5 ( <i>Under Separate Cover</i> )

#### **SUMMARY**

This report is to seek Council's endorsement for the 2015-2016 Budget Review.

#### **BACKGROUND**

In accordance with regulation 33A of the Local Government (Financial Management) Regulations 1996 Council is to carry out a review of its annual budget for that year between 1 January and 31 March.

#### **COMMENT**

A review of the 2014-15 Annual Budget has been carried out as at the 29 February 2016 with all anticipated variance taken into consideration.

An amended budget has been prepared and is provided to Council for consideration.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.68 expenditure for a purpose not included in the Annual Budget to be authorised by an absolute majority of Council.

Local Government (Financial Management) Regulations 1996 – Regulation 33A Review of Budget.

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

The budget will be amended to reflect the variances to estimated budget position.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

##### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 adopt the reviewed of 2015/2016 budget (attachment 8.1.5) including projected actuals for the remainder of the financial year and adopt the amended budget accordingly.*

*That the Chief Executive Officer and Executive Manager of Corporate & Community Services continue to monitor the movements in the budget and ensure that the budget surplus of \$0.00 is maintained.*

**8.1.6. AMALGAMATION OF CORRIGIN RESOURCE CENTRE AND ADMINISTRATION SERVICE CENTRE  
AND UNIFORM OPENING HOURS**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	Nil

**SUMMARY**

Council is requested to endorse the establishment of a single Corrigin Resource Centre (CRC) and Shire Administration Service centre and to establish uniform opening hours.

**BACKGROUND**

Reference is made to Council policy 1.4 – Office hours where it states;

*The Corrigin Community Resource Centre shall be open to the public from 9am to 5pm, Monday to Friday. The Resource Centre will close for 30 minutes each day to accommodate staff lunch breaks.*

At the Council meeting of 15 December 2015, Council resolved as follows:

*“That Council:*

- (1) Approves the change on the Corrigin Resource Centre opening hours to 9am to 4.30pm for a 2 month trial period commencing 4 January 2016 until presented to Council for determination.*
  
- (2) That management review the effects of the change of opening hours and provide Council with a report and recommendations at the March Council meeting.”*

**COMMENT**

In an attempt to provide a sustainable cost effective customer service centre for the Shire, it is proposed that the Administration Service Centre and the CRC Service Centre be amalgamated into one single operating counter to be established from the CRC Service Centre fronting Larke Crescent. This arrangement will allow customers to access the Shire Administration and the CRC to have a ‘one stop shop’ arrangement from one single counter rather than having to access the two independent counters that currently exist.

This arrangement will also enable the Shire to focus staff resources to a single Service Centre rather than the currently arrangement where staff resources are stretched to a single person (only) at the CRC and for three days a week, a single person at the Shire Administration front desk. In relation to the CRC, as it is serviced by a single receptionist, it currently closes between noon and 1pm while the CRC receptionist is at lunch. The Shire does not have the staffing resources to cover the CRC when staff takes lunch breaks. As Councillors will recall there have been times when the CRC has been forced not to open at all due to illness of CRC staff. Similarly, the Shire does not have the necessary staff to cover the CRC when staff are not available due to illness and also creates operating issues when staff takes leave.

Importantly, the CRC and Shire Administration currently operate at different times as follows:

CRC: 9am – noon; 1pm-5pm (although this was recently trialed to be 9am noon;  
1pm – 4.30pm)

Shire Administration: 8.30am – 4.30pm

Operating from a single counter would enable the longer open period associated with the current Shire hours from 8.30am – 4.30pm. Amalgamation of the two counters will allow at least two staff to be available at a single service centre and enable the counter to be open during lunch breaks.

It should be emphasised that should Council accept a single Service Centre arrangement, it will not be immediately introduced as training, counter modifications, new telephone system for the whole of the building (noting that the CRC and Administration currently operate 2 out-dated and independent phone systems) and comprehensive local advertising program to inform the community about the changes will be required and implemented.

It is anticipated that the earliest it could be established would be around May/June 2016. Until that time, the current arrangements would prevail including the CRC hours of 9am noon; 1pm – 4.30pm.

Council support on this matter is urged as the Shire are keenly aware of the need to operate as efficiently as possible with increasingly limited resources.

#### **STATUTORY ENVIRONMENT**

None applicable

#### **POLICY IMPLICATIONS**

Policy 1.4 Office Hours

#### **FINANCIAL IMPLICATIONS**

There are financial implications relating to this item and which are discussed in the Budget Review.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

##### **Goal Four: Transparent decision-making is important to us**

Strategy	Outcome
Maintain a strong customer focus	Effective communication on key decisions

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

#### **5. STRATEGIC THEMES**

##### **5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 4-2	Develop opportunities for improved customer service through the increase use of technology.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- (1) Support the amalgamation of the Administration Service Centre and the Corrigin Resource Centre (CRC) Service Centre into one single operating counter to operate from the CRC Service Centre fronting Larke Crescent and as outlined in this Report.*
- (2) Request the Chief Executive Officer (CEO) to ensure that the amalgamation of Service Centres as provided for in 1) above only occur in consultation with the Shire President and where the CEO and Shire President are satisfied that the necessary training, counter modifications, new telephone system for the whole of the building and comprehensive local advertising program to inform the community about the changes have been established.*
- (3) Approves the CRC opening hours to be from 9am – noon; 1pm – 4.30pm until amalgamation of amalgamation of Service Centres as provided for in 1) above is undertaken where the CRC hours will be the same as the Shire hours being from 8.30am – 4.30pm.*
- (4) Request the Chief Executive Officer to prepare a revised Council policy 1.4 – Office hours for Council's consideration reflecting 1) and 3) above.*



## **8.2. Governance and Compliance Reports**

### **8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH 1 FEBRUARY 2016 TO 29 FEBRUARY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Deb Whitehead, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Various
Attachment Reference:	Nil

#### **SUMMARY**

To report back to Council actions performed under delegated authority for the period 1 February 2016 to 29 February 2016.

#### **BACKGROUND**

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:

- Development Approvals issued
- Building Permits issued
- Health Approvals issued
- Septic Tank Approvals issued
- One off delegations to the Chief Executive Officer
- Affixing of Common Seal

#### **COMMENT**

The following tables outline the actions performed within the organisation relative to delegated authority for the period 1 February 2016 to 29 February 2016 and are submitted to Council for information.

Delegation 5D – Payments from Sponsorship and Donations Fund – in kind donation (Machinery/Vehicle) to the Corrigin Bowling Club - to the value of \$5,800.

#### ***Common Seal***

<b><i>Date Affixed</i></b>	<b><i>Document Type</i></b>	<b><i>Seal Ref.</i></b>
16/2/2016	Shire of Corrigin and Lease –Copy 1	3/2016
16/2/2016	Shire of Corrigin and Lease –Copy 2	4/2016
16/2/2016	Shire of Corrigin and Lease –Copy 3	5/2016

**Food**

*Food Act 2008*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
19 February	N/A	Low Risk Food Business From Home	Mrs Mareese Dyer	N/A
19 February	N/A	Low Risk Home Food Business & Medium Risk Catering	Mrs Kym Smith	N/A
19 February	N/A	Low Risk Home Food Business	Mrs Denise Riley	N/A

**Hawkers, traders and stall holders**

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
12 February	N/A	Traders Permit for Corrigin Monthly Market	Mrs Mareese Dyer	N/A

**Public Buildings**

*Health Act 1911, Part VI Health (Public Buildings) Regulations 1992*

No delegated decisions were undertaken by Shire pursuant to public building matters for the period 1 February 2016 to 29 February 2016.

**Septic Tank Approvals**

*Health Act 1911; Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
25 February	02/2016	Approval to construct an apparatus for the treatment of sewage	Wendy and Chadd Gardner	

**Lodging houses**

*Health Act 1911, Part V, Division 2*

No delegated decisions were undertaken by Shire pursuant to lodging house matters for the period 1 February 2016 to 29 February 2016.

**Caravan parks and camp grounds**

*Caravan Parks and Camp Grounds Act 1995*

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds matters for the period 1 February 2016 to 29 February 2016.

**Planning Approval**

*Planning & Development Act 2005 – Part 10 Div. 2; Shire of Corrigin Planning Scheme No. 2 – Cl 8.8*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
1/2/2016	PA174/03/16	Alan Abe PO Box 101, CORRIGIN (Caretakers Dwelling)	Quality Builders PO Box 303 KALAMUNDA 6926	N/A

**Building Permits**

*Building Act 2011*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
2/2/2016	BA2-2016	Shire of Corrigin PO Box 221, CORRIGIN (Agricultural Hall – Demolition Permit)	Statewide Demolition U2/130 Cutler Rd, JANDAKOT	N/A
18/2/2016	BA3-2016	Shire of Corrigin on behalf of Corrigin Senior Citizens No.3 Goyder Street, CORRIGIN	Shire of Corrigin on behalf of Corrigin Senior Citizens No.3 Goyder Street, CORRIGIN	N/A

**STATUTORY ENVIRONMENT**

*Building Act 2011*

*Local Government Act 1995 - Section 9.49A*

*Planning & Development Act 2005 – Part 10 Div. 2*

*Shire of Corrigin Planning Scheme No. 2 – Cl 8.8*

*Health Act 1991 – S.107; Health Act 1911, Part VI*

*Health (Public Buildings) Regulations 1992*

*Health Act 1911; Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974*

**POLICY IMPLICATIONS**

There are no known policies or policy implications relating to this Item.

**FINANCIAL IMPLICATIONS**

There are no known financial implications relating to this Item.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

## 6.2 Focus area two: Developing Leadership

### Goal Five: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## 5. STRATEGIC THEMES

### 5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

## COUNCIL MEETING STATUS REPORT

*The following Status Report is for Council information only.*

## SHIRE OF CORRIGIN STATUS REPORT 2015/2016 AS AT 29 FEBRUARY 2016

MINUTE REF	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
8633 20/10/2015	The Chief Executive Officer to undertake an investigation that addresses the reinstatement of a 72 hour stopover area for self-contained Recreation Vehicles (RV's) in the town of Corrigin and for the resultant report to be provided to Council at the Chief Executive Officer's earliest possible convenience. Item 11.1 in December agenda	CEO	Assessment and referral to Council	In Progress
8643 17/11/2015	That Council pursuant to Section 3.12 of the Local Government Act 1995: 1. Adopts the proposed Shire of Corrigin Animals, Environment and Nuisance Local Law (Attachment 10.2.2 modified 2.28 (2) to reflect "townsite;" general modification to include discretion to the Veterinarian for the number of animals ) for advertising 2. Gives State-wide public notice stating that: a. The Shire of Corrigin propose to make an Animals, Environment and Nuisance Local Law; i. The purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District and ii. The effect of which is to establish the requirements with which any person keeping animals or undertaking activities that have the potential to impact the environment or create nuisance must comply; b. A copy of the proposed local law may be inspected or obtained at any place specified in the notice; c. Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 6 weeks after the notice is given. 3. Provides a copy of the proposed local law and notice to the Minister for Local Government and Minister for Health. 4. Directs the Chief Executive Officer to prepare a report to Council detailing submissions from the community at the first Council meeting following the closure of submissions.	EMGC/EHO	Advertising required	In progress and to be referred back to Council after advertising
8644 17/11/2015	That Council: 1. Appoints the following members of the community to the Recreation Planning Committee: • Mr Graeme Downing	CEO	1. Members to be notified	1. Completed

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	<ul style="list-style-type: none"> <li>• Mr Ron Poultney</li> <li>• Mr Cameron Stone</li> <li>• Mrs Jackie Jones</li> <li>• Mr Kim Courboules</li> </ul> <p>2. Request the Recreation Planning Committee to consider inviting suitable members of the community to become members at the next meeting of the committee.</p>		2. Members to be notified	2. Ongoing - discuss with Members
8655 15/12/2015	That a plaque be erected at the Corrigin Recreation and Events Centre (CREC) acknowledging businesses and groups that have contributed to the cropping arrangements and benefits that cropping has provided for the fit out of the CREC.	EMGC	Plaque to be ordered with the rest of Sponsor plaques	In Progress
8656 15/12/2015	That the Rockview land be available commencing in 2016/17, to community groups on the basis of a 3 year term with: <ol style="list-style-type: none"> <li>1. the crop for 2016/17 being a lupin or other crop as agreed to by Council; and</li> <li>2. the interested club to provide a planting program for the period sought subject to Council approval.</li> </ol>	CEO	Advertising to be done  Await interest from clubs	Completed  Report to the Rockview Land Management Committee
8668 15/12/2015	That Council: <ol style="list-style-type: none"> <li>1. Note the correspondence from the Corrigin Bowling Club to pursue relocation of the greens and clubhouse to the Corrigin Recreation and Events Centre.</li> <li>2. Refer the Corrigin Bowling Club's request to the Shire of Corrigin Recreation Planning Committee consideration and advice on the practicality, opportunity and constraints to relocate to the Corrigin Recreation and Events Centre and for the Chief Executive Officer to report back to Council at the earliest possible convenience.</li> <li>3. Advise the Club of its 'keen interest' in having the Corrigin Bowling Club relocate to CREC and invite the Club to participate in the Shire of Corrigin Recreation Planning Committee consideration and advice on the practicality, opportunity and constraints to relocate to the Corrigin Recreation and Events Centre.</li> </ol>	CEO	No action required  Refer letter of request to meeting of Shire of Corrigin Recreation Planning Committee for consideration  Invite Corrigin Bowling Club to participate in Corrigin Recreation Planning Committee	Completed  Pending  Completed
8673 15/12/2015	That Council: <ol style="list-style-type: none"> <li>1. Approves the change on the Corrigin Resource Centre opening hours to 9am to 4.30pm for a 2 month trial period commencing 4 January 2016 until presented to Council for determination.</li> <li>2. That management review the effects of the change of opening hours and provide Council with a report and recommendations at the March Council meeting.</li> </ol>	CEO/EMCCS  CEO/EMCCS	Advertise change of hours  Review the effects of change and report to Council in March	Completed  Report to the 21 March 2016 Ordinary meeting
8678 15/12/2015	That Council pursuant to Section 3.12 of the Local Government Act 1995 1995: <ol style="list-style-type: none"> <li>1. Adopts the draft Shire of Corrigin Health Local Law as provided for in Attachment 10.2.5 for advertising with the Local Law Cl (7.2(2)) modified to read as follows: "Where in the opinion of the CEO or the Medical Officer, where the owner or occupier</li> </ol>	EMGC/EHO	Adopt the draft Local Law as amended	Completed

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	<p>directed in sub section (1) does not disinfect or disinfest the premises in a reasonable period or where as a matter of urgency, the premises or any part of the premises and anything in or on the premises must be disinfected or disinfested under the action of the CEO.”</p> <p>2. Gives State-wide public notice stating that:</p> <p>a. The Shire of Corrigin propose to make a Health Local Law;</p> <p>i. The purpose of which is to provide for the regulation, control and management of day to day public health matters within the Shire of Corrigin and</p> <p>ii. The effect of which is to establish various health standards and requirements which people living and working within the Shire must observe;</p> <p>b. A copy of the proposed local law may be inspected or obtained at any place specified in the notice;</p> <p>c. Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 6 weeks after the notice is given;</p> <p>3. Provides a copy of the proposed local law and notice to the Minister for Local Government and Minister for Health; and</p> <p>4. Directs the Chief Executive Officer to prepare a report to Council detailing submissions from the community at the first Council meeting following the closure of submissions.</p>	EMGC/EHO	Advertise statewide and provide copy of Local Law to be available for inspection	Completed
		EMGC	Provide copy of notice to Minister for Health	Completed
		CEO	Provide a report to Council after submissions	Pending
16/2016 16/2/2016	That Council authorise the Chief Executive Officer to undertake a ‘desktop review’ of the Shire of Corrigin Strategic Community Plan 2013-2023 generally in accordance with the indicative program outlined in this Report and to submit the review to Council for endorsement prior to seeking community comment.	CEO	Undertake a ‘desktop review’ of the CSCP 2013-2023 and submit review to Council prior to seeking community comment	Pending
17/2016 16/2/2016	That Council commit to the expenditure of an additional \$15,000 to GL 7800 “Bendering Tip Expenditure” as a contribution to enable the construction of the trenches.	EMCCS	1. Arrange for commitment of additional \$15,000 to Bendering Tip Expenditure	1. Completed
	Amend the 2015/16 Budget at the March 2016 Budget Review.	EMCCS	2. Amend the 2015/16 Budget at March Budget Review	2. Pending
18/2016 16/2/2016	1. That Council authorises additional expenditure of \$11,000 for the purpose of revaluation of Plant & Equipment assets for G/L 14527 and	CEO	1. No action required	1. Completed
	2. Amend the budget accordingly.	EMCCS	2. Amend budget accordingly	2. Pending

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<p>20/2016 16/2/2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the draft "Planning Policy - Areas of Potential Flood Risk within the Corrigin Townsite" as included as Attachment 10.2.2(B) and</li> <li>2. Advertise in accordance with clause 7.3 of the Shire of Corrigin Town Planning Scheme No. 2 (District Planning Scheme).</li> <li>3. Directs that upon completion of the advertising period referred to in 1. above, the matter to be referred back to Council for further consideration.</li> <li>4. Council to request the CEO investigate the cost of remodelling the "flood map" for clarification of flood risk in the area.</li> </ol>	<p>CEO GEO CEO CEO</p>	<ol style="list-style-type: none"> <li>1. No action required</li> <li>2. Advertising in Narrogin Observer 25/2/2016</li> <li>3. Assessment and referral to CEO to refer back to Council</li> <li>4. Council request investigation by CEO</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Pending</li> <li>3. Pending</li> <li>4. Pending</li> </ol>
<p>25/2016 16/2/2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Acknowledges the State Government's 'bush fire reform package' in the form of measures including: <ul style="list-style-type: none"> <li>• The creation of the Map of Bush Fire Prone Areas, which identifies the areas of Western Australia that have been designated as bush fire prone by order of the Department of Fire and Emergency Services (DFES) Commissioner;</li> <li>• New bush fire planning requirements for development in designated bush fire prone areas; and</li> <li>• Application of the bush fire construction requirements of the Building Code of Australia (BCA) for certain residential buildings.</li> </ul> </li> <li>2. Requests the Chief Executive Officer to make necessary arrangements to advertise the State Government's 'bush fire reform package' as it affects the Shire of Corrigin in 'The Windmill' newspaper, Shire Website and Shire Facebook page inviting submissions from interested parties in relation to excluding land from DFES 'Map of Bush Fire Prone Areas' mapping by close of business 7 March 2016, with submissions to: <ul style="list-style-type: none"> <li>• Clearly identify the land in question;</li> <li>• Explain the reasons for exclusion; and</li> <li>• Provide any other information that might assist Council in determining to support the request.</li> </ul> </li> <li>3. Requests the Chief Executive Officer that should submissions be received by close of business 7 March 2016 that a further Report be prepared for the March 2016 Council meeting.</li> <li>4. Requests the Chief Executive Officer that should no submissions be received in relation to 3. above, that the 'Reviewed sites associated with the 'bush fire prone area' mapping for the Corrigin townsite' as provided in this Report be submitted to</li> </ol>	<p>COUNCIL  CEO/GEO  CEO CEO</p>	<ol style="list-style-type: none"> <li>1. No action required</li> <li>2. Adverting required</li> <li>3. Report back to Council in March meeting</li> <li>4. Should no submissions be received submit this report to DFES to</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. Completed – no submissions received</li> <li>4. Completed – no submissions received during the</li> </ol>



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	DFES in relation to developing the Map of Bush Fire Prone Areas.		develop the Map of Bush Fire Prone Areas	due period – DFES advised of Council's position
39/2016 16/2/2016	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Authorises the Chief Executive Officer to offer for sale the Shire of Corrigin's 25% share of the weighbridge located at the Regional Waste Site located in Bending and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995.</li> <li>2. Requests the Chief Executive Officer to confer with the member local governments within the Roe Regional Organisation of Councils to ensure wide advertising of the weighbridge and to refer the matter back to Council at the conclusion of advertising the sale for consideration.</li> </ol>	CEO  CEO	<ol style="list-style-type: none"> <li>1. CEO to notify RoeROC of Council's decision</li> <li>2. CEO to confer with other LGA's re: advertising and refer back to Council at conclusion</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Pending</li> </ol>

**OFFICER'S RECOMMENDATION**

*That Council accept the report outlining the actions performed under delegated authority for the period 1 February 2016 to 29 February 2016 and receive the Status Report as at 29 February 2016.*

## 8.2.2. PLANNING APPLICATION – FURTHER EXPANSION OF A ‘USE NOT LISTED’ AND APPROVED HOME BUSINESS (MECHANICAL REPAIRS) AT LOT 184 (NO.60) CAMPBELL STREET, CORRIGIN

Applicant:	Shane and Kelly Robinson (Landowners)
Location:	Lot 184 (No.60) Campbell Street, Corrigin
Date:	21 March 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	PA647-04-15
Attachment Reference	Attachment 8.2.2

### SUMMARY

Landowners of Lot 184 (No.60) Campbell Street, Corrigin request Council’s approval for the expansion of the approved home business (as a ‘use not listed’) to include the construction of a 360m<sup>2</sup> steel framed shed.

### BACKGROUND

Lot 184 is located in the western segment of the Corrigin townsite on the south-eastern corner of the intersection of Campbell and Woglin Streets. The land is rectangular in shape, comprises a total area of approximately 2.0234 hectares and has direct frontage and access to Campbell Street along its northern boundary and Woglin Street along its western boundary. Lot 184 has been extensively cleared and is currently used for rural residential purposes. The land contains a number of physical improvements associated with its current use including a single detached dwelling, patio, a number of outbuildings, vehicle access and parking areas and boundary fencing.

Pursuant to the Shire of Corrigin Planning Scheme No. 2 (Scheme No. 2), Lot 184 is zoned ‘Rural Residential’ under which most commercial and industrial uses are generally prohibited. On 27 August 2014 planning approval was issued (after advertising where no objections were received) for a ‘home business use’ to operate from an existing 51m<sup>2</sup> outbuilding located at the rear of the existing dwelling on at Lot 184 (No.60) Campbell Street, Corrigin subject to the following conditions and advice notes:

#### “Conditions

- i) *The home business is to be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council following receipt of revised information and plans from the applicant.*
- ii) *This planning approval is personal to the applicant and shall not be transferred to or assigned to any other person or undertaken at any premises other than the land in respect of which this approval is granted.*
- iii) *This planning approval will no longer be valid if there is a change in the owner / occupier of the land.*
- iv) *If in the opinion of Council the approved home business on the land is causing a nuisance or annoyance to owners or occupiers of land in the neighbourhood, Council may withdraw the planning approval granted by it and after such withdrawal no person shall upon that land carry on a ‘home business’ unless a further planning approval to do so is granted by Council.*
- v) *The home business shall not employ more than 2 people not members of the occupier’s household.*
- vi) *The operating hours of the home business shall be Monday to Friday from 8.00am to 5.30pm and Saturday from 8.30am to 12.00pm unless otherwise approved by Council.*
- vii) *The home business shall be contained and conducted entirely within the existing 51m<sup>2</sup> outbuilding (i.e. shed) identified on the approved plans unless otherwise approved by Council.*

- viii) *The home business is not permitted to include any retail sales or the display or hire of goods of any nature.*
- ix) *No more than five (5) customer vehicles are permitted to be serviced on Lot 184 (No.60) Campbell Street, Corrigin on any given day.*
- x) *No vehicles of more than 3.5 tonnes tare weight are permitted to be serviced or repaired on Lot 184 (No.60) Campbell Street, Corrigin as part of the approved home business use.*
- xi) *A detailed landscaping plan shall be prepared and submitted to the Shire for consideration and approval prior to the commencement of the home business. The landscaping plan shall incorporate the planting of at least twenty (20) drought resistant native trees capable of growing to a height of at least 5 metres.*
- xii) *All landscaping (i.e. tree planting) depicted on the approved landscaping plan shall be installed within ninety (90) days of commencement of the home business and maintained at all times to the specifications and satisfaction of the Shire of Corrigin.*
- xiii) *Any future proposed advertising signage shall not exceed 0.2m<sup>2</sup> in area unless otherwise approved by Council following receipt and determination of the required planning application.*
- xiv) *All oil storage drums shall be kept undercover and on a suitable bunded hardstand area sufficient to contain the maximum quantity of oil stored in the containers to the satisfaction of the Shire of Corrigin.*
- xv) *All waste oil, oil rags and absorbents shall be stored and disposed of to the satisfaction of the Shire of Corrigin.*
- xvi) *Any proposed mechanical or vehicle wash down areas must be fitted with an oil separator and approved by the Shire's Environmental Health Officer.*

#### Advice Notes

- i) *The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
- ii) *Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Town Planning Scheme No.2 and may result in legal action being initiated by the local government."*

At the Ordinary meeting of 18 August 2015, Council considered an application for planning approval from the landowners to substantially expand the approved home business use on Lot 184 including the construction of a 300m<sup>2</sup> steel framed shed (i.e. outbuilding) and associated vehicle accessway and parking area. In accordance with the Shire recommendation, Council refused the application on the following grounds.

1. *The size of the proposed new shed far exceeds that permitted under the Western Australian Planning Commission's approved definition for the use class 'home business' which is limited to 50 square metres.*
2. *The size and dimensions of the proposed new shed exceed those permitted under Clause 5.6.12.2 of the Shire of Corrigin Town Planning Scheme No.2 which limits the size of all outbuildings on any land within the Shire classified 'Rural Residential' zone to a maximum floor area of 130m<sup>2</sup> with a maximum wall height of 4 metres and a maximum ridge height of 5 metres.*
3. *The proposed development and use of the land, by virtue of its size, scale, nature and finished form, is inconsistent with the objectives prescribed in clause 3.5.5 of the Shire of Corrigin Town Planning Scheme No.2 for all land classified 'Rural Residential' zone as these apply specifically to protecting the amenity expected in rural living environments, prohibiting the use of highly reflective building materials (i.e. zincalume) and guarding against the establishment of uses that are essentially industrial in nature which have potential to place undue loads on existing essential services, including the local road network.*
4. *Given the size and scale of the proposed development and use of the land, it must now be classified as 'Motor Vehicle Repair' which is listed in the Zoning Table of TPS No.2 as an 'X' use on*

*all land classified 'Rural Residential' zone which means it is not permitted and cannot therefore be lawfully approved by Council."*

**COMMENT**

This planning application before Council is very similar to the matter determined by Council in August 2015. The Applicant suggests that irrespective of the Council decision, the Application can be considered by Council as a 'use not listed' as the only change is a larger shed (note Attachment 10.2.2). Clause 3.2.4 states as follows:

*"3.3.4 If the use or development of land for a particular purpose is not specifically mentioned in the zoning table and cannot reasonably be determined as falling within the interpretation of one of the use categories the Council may:-*

- (a) Determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted, or*
- (b) Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 6.3 in considering an application for planning approval."*

Clause 6.3 of TPS No.2 specifies that 'use not listed' planning applications shall be advertised for public comment for a minimum period of 21 days. Objectives for the development and use of any land classified 'Rural Residential' zone and relevant to the application are as follows:

- (a) To provide for 'rural' small holdings and a low density residential living environment in close proximity to the Corrigin Urban area.*
- (b) To enable persons to work on the land on which they reside, provided the location of any development proposed pays regard to the overall amenity of the zone and the land use proposed is not of an Industrial nature.*
- (c) To ensure that all lots with an area of less than 2ha shall be connected to a reticulated scheme water supply and that where no reticulated scheme water supply is available, lots with a minimum area of 2ha will be recommended provided they have a potable water supply agreed to by the Shire.*
- (d) To ensure that no development will be granted planning approval on any lot within the zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal, in a location no closer than 10 metres to any lot frontage, 10 metres to any rear boundary or 5 metres to any side boundary.*
- (e) To ensure that all buildings to be constructed on any lot will be of a material approved by Council and all roof and where approved, wall cladding will be finished in non-reflective material (i.e. colorbond).*
- (f) To ensure that all fencing proposed on any lot is to be of material and located in a position approved by Council.*
- (g) To ensure that no person shall erect or cause to be erected any building excluding a single residence nearer than 20 metres to the front street boundary, 10 metres to the rear boundary and 5 metres to any side boundary of a lot.*
- (h) To ensure that in the case where a lot has more than one street frontage, Council discretion is used to consider the construction of buildings nearer to the street frontage nominated by Council, but not nearer than 10 metres to that street or streets.*

Whilst the August 2015 decision of Council is acknowledged, it is considered that the current application before Council may be consistent with the objectives of the land's current 'Rural Residential' zoning classification in Scheme No.2 for the following reasons:

- i) The applicant is prepared to accept the use conditions of the original planning approval and are also prepared to build the shed out of colorbond to address the objectives for the 'Rural Residential' zone.
- ii) The applicant will continue to work on the land on which he resides and create opportunity for employment for others albeit limited to a maximum of 2 people not members of the applicant's household;
- iii) It will continue provide a useful and beneficial service for the Corrigin townsite and the surrounding farming community;
- iv) It will provide for additional planting of additional trees along the land's street frontages for both aesthetic and screening purposes;
- v) It is unlikely to have a detrimental impact upon the visual amenity or character of the immediate locality if managed and maintained appropriately;
- vi) It will not impose any greater load on existing or proposed service or the supply or provision of any essential services than currently has been approved;
- vii) It will continue to be compatible with the broad range of existing established land uses in the immediate locality and will not generate a volume of traffic that would prejudice the amenity of the area; and
- viii) It should not have a detrimental impact on the amenity of the immediate locality as the existing established uses within 150 metres of Lot 184 are best described as 'mixed' including rural residential, a transport depot, other home occupations / businesses and broadacre farming.
- ix) It is noted that the Rural Residential zone does not limit the size of sheds and therefore not unreasonable to suggest that a shed of some 360<sup>m</sup><sup>2</sup> with a roof height of 5metres could be erected on any 'Rural Residential' as part of a general home use within a 'mixed' including rural residential area.
- x) The Applicant has invited Council to include a condition on any planning approval that if they sell their property the new owners would need Council's approval to operate a business from the shed.

In light of all the above it is recommended that Council authorise commencement of public advertising of the proposal in accordance with the specific requirements of clause 6.3 of Scheme No.2 for the minimum required period of 21 days and authorise the Chief Executive Officer to grant conditional approval to the application subject to no objections being received by the Shire during the advertising period.

In the event of any objections being received by the Shire during the required public advertising period, the application shall be referred back to Council at the next available Ordinary Meeting for further consideration and final determination.

#### **STATUTORY ENVIRONMENT**

*Shire of Corrigin Town Planning Scheme No. 2  
Planning and Development Act 2005*

#### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

There are no significant financial implications in relation to this item.

#### **STRATEGIC IMPLICATIONS**

##### **6.1 Focus area one: Economic Development**

##### **Goal Three: We want a sustainable agricultural sector supporting our local economy**

Strategy	Outcome
Work with Federal and State Government to support the growth of the agricultural sector	A sustainable and progressive local government

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## 5. STRATEGIC THEMES

### 5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

## VOTING REQUIREMENTS

Absolute majority

## OFFICERS' RECOMMENDATION

*That Council:*

1. *Authorises the Shire's Administration to commence public advertising of the application for planning approval submitted by Mr Shane Robinson (Landowner) to establish a 'home business' (mechanical repairs) with an additional shed of 360<sup>m2</sup> with a roof height of 5metres on Lot 184 (No.60) Campbell Street, Corrigin in accordance with the specific requirements of the Shire of Corrigin Town Planning Scheme No.2 for the minimum required period of twenty one (21) days.*
2. *Subject to there being no objections are received by the Shire at the completion of the public advertising process, Council authorise the Chief Executive Officer to grant approval to the application subject to the following conditions and advice notes:*

### Conditions

- i) *The home business is to be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council following receipt of revised information and plans from the applicant.*
- ii) *Without the further written consent of Council, this planning approval:*
  - a) *is issued to Shane and Kelly Robinson and cannot be transferred to or assigned to any other person; and*
  - b) *does not run with the land in respect of which it was granted.*
- iii) *This planning approval is personal to the applicant and shall not be transferred to or assigned to any other person or undertaken at any premises other than the land in respect of which this approval is granted.*
- iv) *This planning approval will no longer be valid if there is a change in the owner / occupier of the land.*
- v) *If in the opinion of Council the approved home business on the land is causing a nuisance or annoyance to owners or occupiers of land in the neighbourhood, Council may withdraw the planning approval granted by it and after such withdrawal no person shall upon that land carry on a 'home business' unless a further planning approval to do so is granted by Council.*
- vi) *The home business shall not employ more than 2 people not members of the occupier's household.*
- vii) *The operating hours of the home business shall be Monday to Friday from 8.00am to 5.30pm and Saturday from 8.30am to 12.00pm unless otherwise approved by Council.*

- viii) *The home business shall be contained and conducted entirely within the existing 51m<sup>2</sup> outbuilding and 360m<sup>2</sup> shed (proposed) identified on the approved plans unless otherwise approved by Council.*
- ix) *The home business is not permitted to include any retail sales or the display or hire of goods of any nature.*
- x) *No more than five (5) customer vehicles are permitted to be serviced on Lot 184 (No.60) Campbell Street, Corrigin on any given day.*
- xi) *No vehicles of more than 3.5 tonnes tare weight are permitted to be serviced or repaired on Lot 184 (No.60) Campbell Street, Corrigin as part of the approved home business use.*
- xii) *A detailed landscaping plan shall be prepared and submitted to the Shire for consideration and approval prior to the commencement of the home business. The landscaping plan shall incorporate the planting of at least twenty (20) drought resistant native trees capable of growing to a height of at least 5 metres.*
- xiii) *All landscaping (i.e. tree planting) depicted on the approved landscaping plan shall be installed within ninety (90) days of commencement of the home business and maintained at all times to the specifications and satisfaction of the Shire of Corrigin.*
- xiv) *Any future proposed advertising signage shall not exceed 0.2m<sup>2</sup> in area unless otherwise approved by Council following receipt and determination of the required planning application.*
- xv) *All oil storage drums shall be kept undercover and on a suitable bunded hardstand area sufficient to contain the maximum quantity of oil stored in the containers to the satisfaction of the Shire of Corrigin.*
- xvi) *All waste oil, oil rags and absorbents shall be stored and disposed of to the satisfaction of the Shire of Corrigin.*
- xvii) *Any proposed mechanical or vehicle wash down areas must be fitted with an oil separator and approved by the Shire's Environmental Health Officer.*

Advice Notes

- i) *The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
  - ii) *Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Town Planning Scheme No.2 and may result in legal action being initiated by the local government.*
3. *In the event of any objections being received by the Shire during the required public advertising period the application be referred back to Council at the next available Ordinary Meeting for further consideration and final determination.*

**8.2.3. APPLICATION FOR EXPLORATION LICENCE – NO.70/4821 – ON VARIOUS LOTS GENERALLY LOCATED BETWEEN JUBUK AND BULLARING**

Applicant:	MAQ Commodities Pty Ltd
Location:	Various lots located generally between Jubuk and Bullaring
Date:	21 March 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	ED002
Attachment Reference:	8.2.3

**SUMMARY**

This Report seeks Council's consideration in relation to an application for an exploration licence over various lots located generally between Jubuk and Bullaring.

**BACKGROUND**

Under Sections 23 to 26 of the *Mining Act 1978*, mining may be carried out on certain classes of land with the written consent of the Minister for Mines and Petroleum. The *Mining Act 1978* and its associated Regulations sets out the process for a variety of licences and lease types, including requirements for mineral exploration. A guideline summary of exploration licences from Department of Mines and Petroleum documentation is provided as follows:

**12. Exploration Licence**

- On 28 June 1991 a graticular boundary (or block) system was introduced for Exploration Licences.
- The minimum size of an Exploration Licence is one block, and the maximum size is 70 blocks, except in areas not designated as mineralised areas, where the maximum size is 200 blocks.
- An Exploration Licence is not marked out.
- An application may be made at any Mining Registrar's office (see Appendix A); or lodged electronically via the department's website using MTO.
- An application fee and rental is payable.
- There is no limit to the number of licences a person or company may hold but a security (\$5,000) is required in respect of each licence.
- Term and Compulsory Surrender:
  - For licences applied for prior to 10 February 2006, the term is five years plus two possible extensions of two years and further periods of one year thereafter. At the end of both the third and fourth year of its term, the licensee is required to surrender 50 per cent of the licence.
  - For licences applied after 10 February 2006, the term is five years plus possible extension of five years and further periods of two years thereafter, 40 per cent of ground to be surrendered at the end of year six.
- The holder of an Exploration Licence may in accordance with the licence conditions, extract or disturb up to 1000 tonnes of material from the ground, including overburden, and the Minister may approve extraction of larger tonnages.

Source: – Exploration Licence Guidelines from DMP Mining Act Guidelines Basic Provisions.

An exploration licence remains in force for a period of 5 years although this can be extended by the Minister for Mines and Petroleum.

**COMMENT**

Council has received notice of an application for an exploration licence from MAQ Commodities Pty Ltd for a mining exploration licence over various lots located generally between Jubuk and Bullaring within the Shire of Corrigin.



The land subject to the application is a combination of privately owned land and reserves. A copy of the application is included as Attachment 8.2.3.

Where Council believes there are good grounds to raise an objection to the application, an objection may be lodged to the application with the Mining Registrar within 21 days of being served the Notice (before 24 March 2016). In relation to the matter before Council, the Shire is not aware of any such grounds to raise an objection to the application.

#### **STATUTORY ENVIRONMENT**

*Mining Act 1978*

#### **POLICY IMPLICATIONS**

There are no known policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

There are no known financial implications in relation to this item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

#### **Goal Five: We want to strengthen our community's position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

#### **5. STRATEGIC THEMES**

#### **5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council raise no objection to the Application for Exploration Licence – No. 70/4821 by MAQ Commodities Pty Ltd.*

#### **8.2.4. WATER CORPORATION WATERWISE COUNCIL PROGRAM**

Applicant:	Water Corporation
Location:	Shire of Corrigin
Date:	21 March 2016
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	WS 0010
Attachment Reference:	8.2.4

#### **SUMMARY**

Council is requested to enter in to a new Memorandum of Understanding with the Water Corporation to continue in the Waterwise Council Program.

#### **BACKGROUND**

In March 2014 Council entered into a Memorandum of Understanding with the Water Corporation and Department of Water to become a Waterwise Council. The aim of the program was to build a cooperative working relationship with local governments to improve water use efficiency in local government operations and their communities' activities.

The Waterwise Council program was reviewed in June 2015. Following consultation with program partners and participating Councils, the program framework has been updated to streamline the endorsement process and increase accessibility for smaller Councils.

The program criteria has also been reviewed and updated to reflect actions that will help deliver the best water efficiency outcomes for Council and the community whilst minimising the resourcing impact on Council staff.

To date the program assisted Corrigin in a number of different ways including the new water refill stations recently installed, the shower head swap program, training for staff, aquatic waterwise program inclusion and free audits of high water usage facilities within the Shire.

A copy of the Memorandum of Understanding (MOU) and Program Criteria is included as Attachment 8.2.4

#### **COMMENT**

The MOU is presented to Council for consideration and endorsement.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

#### **POLICY IMPLICATIONS**

None known

#### **FINANCIAL IMPLICATIONS**

None known

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**6.2 Focus area four: Environmental Development**

**Goal Nine: We want to make the most of our environment, including attracting more visitors**

Strategy	Outcome
Explore opportunities to utilise key areas in the Shire by showcasing their natural and environmental characteristics and developing educational programmes	We recognise and uphold the value of our natural landscape and encourage visitors to do the same

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.4 Environmental Development**

Strategic Community Plan link	Strategies
Goal Nine - 1	Support the implementation of environment education programmes

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council enters into a Memorandum of Understanding with the Water Corporation and Department of Water to continue to be a part of the Waterwise Council Program.*

**8.3. Works and General Purposes Reports**

There is no Works and General Purposes Reports for the meeting.

**9. NOTICE OF MOTIONS FOR THE NEXT MEETING**

**10. CHIEF EXECUTIVE OFFICER'S REPORT**

**10.1.1. ORGANISATIONAL RESTRUCTURE – SHIRE OF CORRIGIN**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	16 February 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CM053
Attachment Reference:	10.1.1

**CONFIDENTIAL**

This Item is a confidential pursuant to s5.23 (2)(a) of the *Local Government Act 1995* - a matter that if disclosed, would reveal information that has a matter affecting an employee or employees.

**11. PRESIDENT'S REPORT**

**12. COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS**

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

**14. INFORMATION BULLETIN**

**15. WALGA AND CENTRAL ZONE MOTIONS**

**16. NEXT MEETING**

The next ordinary meeting of Council is scheduled for Tuesday 19 April 2016 at 9 Lynch Street Corrigin commencing at 3pm.

**17. MEETING CLOSURE**