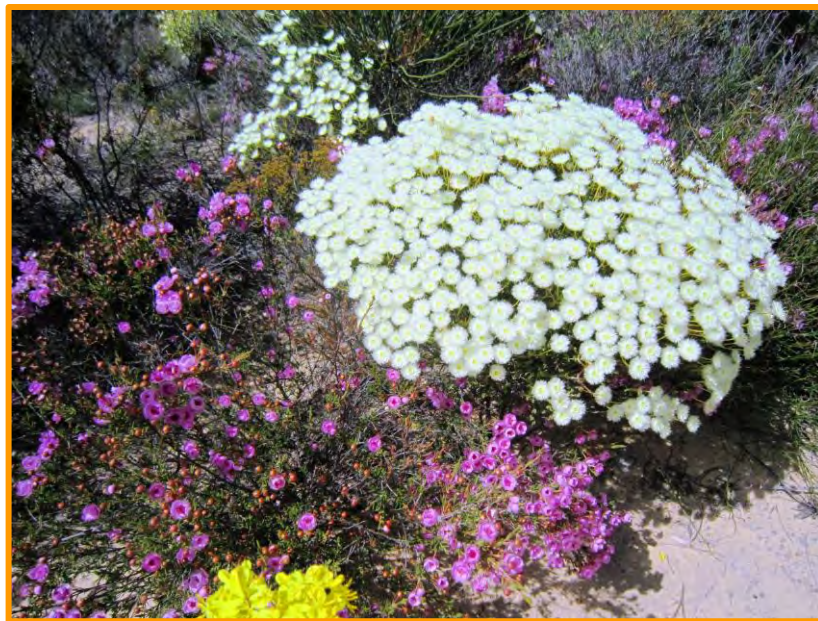


SHIRE OF CORRIGIN AGENDA



17 October 2017

ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Tuesday 17 October 2017 commencing at 3.00pm in the Council Chambers.

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK



Notice of Meeting

The next Ordinary Meeting of Council for the Shire of Corrigin will be held on Tuesday 17 October 2017 in the Council Chambers 9 Lynch Street Corrigin commencing at 3.00pm.

A handwritten signature in blue ink, appearing to read "Rob Paull".

Rob Paull – Chief Executive Officer

Order of Business

Ordinary Council Meeting to be held on Tuesday 17 October 2017

12:00 noon	<i>Chief Executive Officer's Performance Review Occasional Committee Meeting</i>
12.30 pm	<i>Lunch</i>
1.00 pm	<i>Discussion Period</i>
2.30 pm	<i>Afternoon Tea</i>
3.00 pm	<i>Council Meeting</i>
5.00 pm	<i>Nibbles</i>

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

1. DECLARATION OF OPENING	6
2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE	6
3. PUBLIC QUESTION TIME	6
4. MEMORIALS	6
5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	6
6. DECLARATIONS OF INTEREST	6
7. CONFIRMATION AND RECEIPT OF MINUTES	6
7.1. PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES (ATTACHMENT 7.1)	6
7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES	7
7.2.1 MINUTES OF WHEATBELT SOUTH REGIONAL ROAD GROUP (ATTACHMENT 7.2.1)	7
7.2.2 MINUTES OF THE SHIRE OF CORRIGIN BUSH FIRE ADVISORY COMMITTEE (ATTACHMENT 7.2.2)	7
7.2.3 MINUTES OF SHIRE OF CORRIGIN CHIEF EXECUTIVE OFFICER’S PERFORMANCE REVIEW OCCASIONAL COMMITTEE (TO BE PRESENTED TO COUNCIL)	7
8. MATTERS REQUIRING A COUNCIL DECISION	1
8.1. CORPORATE & COMMUNITY SERVICES REPORTS	1
8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE	1
8.1.2. ACCOUNTS FOR PAYMENT – SEPTEMBER 2017	4
8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS	6
8.1.4 MONTHLY FINANCIAL REPORT – SEPTEMBER 2017	8
8.2. GOVERNANCE AND COMPLIANCE REPORTS	10
8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2017	10
8.2.2. GENERAL COMPLIANCE REPORTING FOR THE MONTH OF SEPTEMBER 2017	17
8.2.3. REVIEW OF COUNCIL'S REGISTER OF POLICIES	19
8.2.4. SUBDIVISION APPLICATION WAPC NO: 155769 - LOT NO’S 201 & 21 MORRELL ROAD CORRIGIN	23
8.2.5. 2017 REGIONAL CHRISTMAS TRADING EXTENSIONS	27
8.3 WORKS AND GENERAL PURPOSES REPORTS	29
9 NOTICE OF MOTIONS FOR THE NEXT MEETING	29
10 CHIEF EXECUTIVE OFFICER’S REPORT	29

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

10.1	REPORT OF THE RETURNING OFFICER – 2017 LOCAL GOVERNMENT ELECTIONS	29
10.2	CHIEF EXECUTIVE OFFICER RECRUITMENT (CONFIDENTIAL REPORT)	32
11	PRESIDENT’S REPORT	33
12	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS	33
13	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL	33
14	INFORMATION BULLETIN.....	33
15	WALGA AND CENTRAL ZONE MOTIONS.....	33
16	NEXT MEETING.....	33
17	MEETING CLOSURE.....	33

1. DECLARATION OF OPENING

2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Shire President

Cr. L Baker
Cr. D L Hickey
Cr. M B Dickinson
Cr. J A Mason
Cr. S G Hardingham
Cr. B D Praetz
Cr. T J Pridham

Chief Executive Officer
Deputy Chief Executive Officer
Manager Finance
Governance Executive Officer

R L Paull
T L Dayman
D C Ospina Godoy
J K Baker

APOLOGIES

LEAVE OF ABSENCE

3. PUBLIC QUESTION TIME

4. MEMORIALS

It was advised that Mais Bourke (Nee Talbot) (Nee Reed) had passed away since the last meeting.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

President of the Corrigin Historical Society and Pioneer Museum Eric Jespersen and Committee Member Brian Parsons are to present to Council with respect to matters concerning the operation of the Museum.

6. DECLARATIONS OF INTEREST

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES (ATTACHMENT 7.1)

Minutes of the Ordinary Meeting of Council held on 19 September 2017 at the Shire of Corrigin Chambers, Corrigin (**Attachment 7.1**)

OFFICER'S RECOMMENDATION

*That the Minutes of the Ordinary Meeting of Council held on 19 September 2017 (**Attachment 7.1**) be confirmed as a true and correct record.*

7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 MINUTES OF WHEATBELT SOUTH REGIONAL ROAD GROUP (ATTACHMENT 7.2.1)

Meeting held on Tuesday 9 August 2017 commencing at 9.30am at the Shire of Wickepin Community Centre (**Attachment 7.2.1**)

OFFICER'S RECOMMENDATION

*That the minutes of the Wheatbelt South Regional Road Group meeting held on Tuesday 9 August 2017 commencing at 9.30am at the Shire of Wickepin Community Centre (**Attachment 7.2.1**) be received.*

7.2.2 MINUTES OF THE SHIRE OF CORRIGIN BUSH FIRE ADVISORY COMMITTEE (ATTACHMENT 7.2.2)

Meeting held on Friday 6 October 2017 commencing at 4.00pm at the Community Resource Centre meeting room, 55 Larke Cres Corrigin (**Attachment 7.2.2**)

OFFICER'S RECOMMENDATION

*That the minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held Friday 6 October 2017 commencing at 4.00pm at the Community Resource Centre meeting room, 55 Larke Cres Corrigin (**Attachment 7.2.2**) be received.*

MATTERS ARISING

Appointment of Bush Fire Officer's as Dual Fire Control Officers in the Shire of Corrigin.

SHIRE OF CORRIGIN BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Council pursuant to Section 40 of the Bush Fires Act appoint the following local government fire control officers as dual fire control officers in the Shire of Corrigin:

<i>Shire of Brookton:</i>	<i>Bevan Walters Darrell Turner Travis Eva</i>	<i>Shire of Pingelly:</i>	<i>Rod Shaddick Rob Kirk Jeffrey Edwards</i>
<i>Shire of Kulin:</i>	<i>Greg Doyle Bryce Nicholls</i>	<i>Shire of Wickepin:</i>	<i>Victor Lee David Stacey Colin Coxon</i>

OFFICER'S RECOMMENDATION

That Council pursuant to Section 40 of the Bush Fires Act appoint the following local government fire control officers as a dual fire control officer in the Shire of Corrigin:

<i>Shire of Brookton:</i>	<i>Bevan Walters Darrell Turner Travis Eva</i>	<i>Shire of Pingelly:</i>	<i>Rod Shaddick Rob Kirk Jeffrey Edwards</i>
<i>Shire of Kulin:</i>	<i>Greg Doyle Bryce Nicholls</i>	<i>Shire of Wickepin:</i>	<i>Victor Lee David Stacey Colin Coxon</i>

7.2.3 MINUTES OF SHIRE OF CORRIGIN CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW OCCASIONAL COMMITTEE (TO BE PRESENTED TO COUNCIL)

Meeting held on Tuesday 17 October 2017 commencing at 12.00pm in the Council Chambers, 9 Lynch Street Corrigin (to be presented to Council)

Matters arising from the Shire of Corrigin Chief Executive Officer's Performance Review Occasional Committee that require a Council decision will be reported to Council.

8. MATTERS REQUIRING A COUNCIL DECISION

8.1. CORPORATE & COMMUNITY SERVICES REPORTS

8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	5 October 2017
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	N/A

CRC STAFFING 2017

- Submitted 'CRC Trainee Grant' to Dept. Primary Industries and Regional Development (DPIRD) for \$24,206. Funding approved 05.10.2017.

STREET PARTY 2017

- The end of year street party date has been set for Friday, 15th December 2017.

CORRIGIN CRC Monthly Usage – September 2017:

CUSTOMER ACCESSING 'FEE FOR SERVICE' and SALES					
SERVICES / FEES	MTHLY	YTD FROM JULY 17	SALES	MTHLY	YTD FROM JULY 17
Internet Use / Computer Use	27	85	Phonebook Sales	28	91
Photocopying / Printing / Faxing	36	85	Moments In Time Books	0	1
Laminating / Binding / Folding	6	15	Book Sales	0	0
Sec. Services / Scans / CD Burning	9	20	Wrapping Paper / Postcard Sales	0	0
Room Hire	11	30	Polo Shirt / Eco Bag Sales	0	0
Equipment Hire	2	6	Phone calls	35	59
Training / Course Fees	3	25	Sale of Assets	0	0
Resource Centre Membership Fees	0	0		0	0
Exam Supervision	0	0			
Movie Club Fees	7	10			
Total:	101		Total:	63	
<i>Monthly People through:</i>	164				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	YTD FROM JULY 17	SERVICE	MTHLY	YTD FROM JULY 17
Phonebook Enquiries	5	19	Conf. / Vid Conf. / Training / Westlink	87	175
Tourism	40	67	Exams	0	5
VET Affairs	0	1	Broadband for Seniors / Webinars	6	7
ATO	1	3	General Enquires (Face/Email/Website)	167	231
Government Access Point	8	11	Corrigin Toy Library	5	20
Community Information	32	116	TR Homes (Referrals)	1	1
Total:	86		Total:	266	
<i>Monthly People through:</i>	352				

TOTAL FOR THE MONTH OF SEPTEMBER: 516

COMMUNITY ECONOMIC / BUSINESS and SOCIAL DEVELOPMENT BOOKINGS			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
TAFE – Meeting	2	Professional Office	Hot Office Booking
Janeane Anderson (Student Tutoring)	6	Professional Office	Commercial Booking
Movie Club - September	9	Conference Room	N/A
Holyoake – Drug and Alcohol Counselling	5	Professional Office	Commercial Booking
Building Application Training	9	Conference Room	N/A
Skill Hire - Employment	12	Professional Office	Commercial Booking
Forrest Personnel - Employment	6	Professional Office	Commercial Booking
Skeleton Weed Meeting	9	Conference Room	Commercial Booking
CSBP Meeting	14	Conference Room	Commercial Booking
Wheatbelt NRM - Free Seedling Day	15	Outside CRC Building	Commercial Booking

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

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 revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.2 An effective and efficient organisation

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Corrigin Community Resource Centre Report.

8.1.2. ACCOUNTS FOR PAYMENT – SEPTEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 October 2017
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.2 – Accounts for Payments

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, EFT and Direct Debit payments that have been raised for the Council meeting and also during the month of September 2017 (**Attachment 8.1.2**)

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

Previous Accounts for Payment report

To enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	020231	020232
Municipal & Trust & Police Licensing	EFT	EFT11514	EFT11515
Trust	Cheque	003371	No Payments
Edna Stevenson	Cheque	000060	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2017/2018 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of September 2017:

1. *Cheque 020232 - 020241 payments in the Municipal Fund totalling \$19,283.40;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$389,174.22;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$6,298.22;*
4. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$115,693.28;*
5. *Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$338.95;*
6. *Electronic Funds Transfer (EFT) payments in the Licensing Trust Fund totalling \$1,534.16;*
7. *Direct Debit (DD) payments in the Licensing Trust Fund totalling \$32,988.80; and*
8. *Total payments for September 2017 being \$565,311.03.*

8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 October 2017
Reporting Officer:	Catherine Ospina Godoy – Manager Finance
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.3 - Credit Card Payments

SUMMARY

This report provides Council with a list of all financial dealings relating the use of credit card payments for the period 29th July to 28th August 2017.

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 (**Attachment 8.1.3**). 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 2017/2018 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council in accordance with **Attachment 8.1.3** endorse credit card payments made for the period 29th July to 28th August 2017 was \$4,496.63.*

8.1.4 MONTHLY FINANCIAL REPORT – SEPTEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	12 October 2017
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.4 - Statement of Financial Activity

SUMMARY

For Council to review and accept the monthly Financial Report for the month ending 30 September 2017.

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

S6.4 Local Government Act 1995, Part 6 – Financial Management

R34 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 revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council accept the Statement of Financial Activity for the month ending 30 September 2017 included as **Attachment 8.1.4** and as presented, along with notes of any material variances.*

8.2. GOVERNANCE AND COMPLIANCE REPORTS

8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF SEPTEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	11 October 2017
Reporting Officer:	Rob Paull Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Various
Attachments:	N/A

SUMMARY

To report back to Council actions performed under delegated authority from the period 1 September 2017 to 30 September 2017.

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
- 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 from the period 1 September 2017 to 30 September 2017 and are submitted to Council for information.

Bushfire

No delegated decisions were undertaken by Shire pursuant to bushfire matters from the period 1 September 2017 to 30 September 2017.

Caravan parks and camp grounds

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds matters from the period 1 September 2017 to 30 September 2017.

Common Seal

No delegated decisions were undertaken by Shire pursuant to the common seal from the period 1 September 2017 to 30 September 2017.

Dangerous Goods Safety Act 2004

No delegated decisions were undertaken by Shire pursuant to the Food Act 2008 from the period 1 September 2017 to 30 September 2017.

Food Act 2008

No delegated decisions were undertaken by Shire pursuant to the Food Act 2008 from the period 1 September 2017 to 30 September 2017.

Hawkers, traders and stall holders

No delegated decisions were undertaken by Shire pursuant to the Hawkery, traders and stall holders matters from the period 1 September 2017 to 30 September 2017.

Liquor Laws

No delegated decisions were undertaken by Shire pursuant to Liquor Control Act 1988 from the period 1 September 2017 to 30 September 2017.

Lodging houses

No delegated decisions were undertaken by Shire pursuant to lodging house matters from the period 1 September 2017 to 30 September 2017.

Power to Defer, Grant Discounts, Waive or Write Off Debts Waive fees

No delegated decisions were undertaken by Shire pursuant to the power to defer, grant discounts, waive or write off debts waive fees matters from the period 1 September 2017 to 30 September 2017.

Public Buildings

No delegated decisions were undertaken by Shire pursuant to Health (Public Buildings) Regulations 1992 from the period 1 September 2017 to 30 September 2017.

Septic Tank Approvals

No delegated decisions were undertaken by Shire pursuant to Septic Tank Approvals from the period 1 September to 30 September 2017.

Street Scape, Tree Planting, Pruning, Removal, Picking Flora

No delegated decisions were undertaken by Shire pursuant to *Street Scape, Tree Planting, Pruning, Removal, Picking Flora* from the period 1 September 2017 to 30 September 2017.

Planning Approval

No delegated decisions were undertaken by Shire pursuant to *Planning & Development Act 2005 – Part 10 Div. 2* from the period 1 September 2017 to 30 September 2017.

Building Permits

No delegated decisions were undertaken by Shire pursuant to *Building Act 2011* from the period 1 September 2017 to 30 September 2017.

STATUTORY ENVIRONMENT

Building Act 2011

Bushfire Act 1954

Dangerous Goods Safety (Explosives) Regulations 2007

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

Health (Public Buildings) Regulations 1992

Liquor Control Act 1988

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

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 revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

COUNCIL MEETING STATUS REPORT

The following Status Report below is for Council information only.

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

SHIRE OF CORRIGIN STATUS REPORT AS AT 10 OCTOBER 2017

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
20/2016 16/2/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the draft "Planning Policy - Areas of Potential Flood Risk within the Corrigin Townsite" as included as Attachment 10.2.2(B) and 2. Advertise in accordance with clause 7.3 of the Shire of Corrigin Town Planning Scheme No. 2 (District Planning Scheme). 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. 4. Council to request the CEO investigate the cost of remodelling the "flood map" for clarification of flood risk in the area. 	<ol style="list-style-type: none"> 1. CEO 2. GEO 3. CEO 4. CEO 	<ol style="list-style-type: none"> 1. Noted 2. Advertising in Narrogin Observer 25/2/2016 3. Assessment and referral to CEO to refer back to Council 4. Council requested investigation by CEO 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Pending 4. In Progress
173/2016 19/07/2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Correspondence from the Corrigin Masonic Lodge No. 120 W.A.C. ('Lodge') as provided in Attachment 8.2.2 to this Report. 2. Resolve to request the Chief Executive Officer (CEO) to write to the Lodge: <ol style="list-style-type: none"> a) seeking confirmation that it would be prepared to sell the portion of Lot 178 Kirkwood Street, Corrigin (approximately 3m x 90 m) currently occupied as a 'laneway' for a nominal price of \$1; and b) advising that until the 'laneway' is eventually transferred to the Shire, the Lodge be reminded that it will need to ensure it has suitable public liability for the 'laneway'. 3. Once written confirmation from the Lodge of the acceptance to sell the portion of Lot 178 (approximately 3m x 90 m) is confirmed and appropriate funds are included in the 2016/17 Budget, the Shire commences a survey to be undertaken followed by an application for Subdivision Approval from the Western Australian Planning Commission. 	<ol style="list-style-type: none"> 1. CEO 2. CEO 3. CEO 	<ol style="list-style-type: none"> 1. Noted 2. Letter sent 3. Lodge has offered laneway for \$1. 	<ol style="list-style-type: none"> 1. Noted 2. Completed 3. Completed

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

	<p>4. Authorise the CEO to enter a part lease over Lot 178 Kirkwood St for an interim period covering the proposed PAW until such time as the creation and sale of the PAW is finalised.</p> <p>5. Should Subdivision Approval be received, the Shire President and Chief Executive Officer be authorised to enter into a contract of sale with appropriate use of the Common Seal and process the creation of the PAW reserve.</p>	<p>4. CEO</p> <p>5. CEO</p>	<p>4. Lease signed by Lodge</p> <p>5. Noted</p>	<p>4. Completed</p> <p>5. To be carried out post subdivision approval</p>
<p>124/2017 18/07/2017</p>	<p>That Council:</p> <p>1. Agree to extend the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU) subject to the removal of Bruce Rock from the Cost Schedule.</p> <p>2. Agree to extend the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU) subject to the removal of Bruce Rock from the Cost Schedule.</p> <p>3. That the Chief Executive Officer be authorised to prepare and sign the necessary documentation on behalf of the Shire to undertake the extension of the Roe Regional Environmental Health Services Scheme MOU as provide for in 1. above.</p>	<p>1. CEO/GPO</p>	<p>1. Process commenced</p>	<p>1. In Progress</p>
<p>177/2017 22/08/2017</p>	<p>1. Authorises the Chief Executive Officer to offer for sale by Public Tender, Lots 2-7 (inclusive) 9-16 (inclusive) and 19-33 (inclusive) Granite Rise Estate, Corrigin as required by Section 3.58 of the Local Government Act 1995.</p> <p>2. Requests the Chief Executive Officer to refer the matter back to Council at the conclusion of the Public Tender.</p>	<p>1. CEO</p>	<p>1. Noted</p> <p>2. Process commenced</p>	<p>1. Complete</p> <p>2. In Progress</p>
<p>179/2017 22/08/2017</p>	<p>That Council:</p> <p>1. Authorise the Chief Executive Officer and Shire President to execute the relevant documents associated with any application to LandGate for new titles associated with land currently referred as Lots 78 to 83 (incl), 86 & 94 Janes Drive, Turner Avenue and Courboules Crescent, Corrigin.</p> <p>2. Requests the Chief Executive Officer to seek the views of local and regional real estate agents as required to ascertain an estimated value of Lots 78 to 83 (incl), 85 & 94 Janes Drive, Turner Avenue and Courboules Crescent, Corrigin and to refer the matter back to Council for consideration.</p>	<p>1. CEO</p>	<p>1. Noted</p> <p>2. Process commenced</p>	<p>1. Complete</p> <p>2. In Progress</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

<p>202/2017 19/09/2017</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. As its first priority, supports an application being prepared for 2018/19 (Attachment 8.2.3) and to be submitted by the Shire to the Department of Local Government, Sport and Cultural Industries Community Sporting and Recreation Facilities Fund for redevelopment of the Corrigin Bowling Club including the installation of synthetic greens and upgrade of surrounds. 2. Allocates sufficient funds as part of the Long Term Financial Plan in the 2017/18 and 2018/19 Budgets for the completion of the required works based on an allocation of \$130,000 by the Shire of Corrigin, one third from the Department of Local Government, Sport and Cultural Industries and the remainder from the Corrigin Bowling Club. Any cost overruns to be provided by the Corrigin Bowling Club. 	<p>1. CEO/GPO</p>	<p>1. Noted</p> <p>2. Process to be considered as part of 2018/19 Budget</p>	<p>1. Complete</p> <p>2. In Progress</p>
<p>203/2017 19/09/2017</p>	<p>That Council in accordance with s 3.16 of the Local Government Act 1995:</p> <ol style="list-style-type: none"> 1. Adopts the Report of the Review of the Shire of Corrigin Local Laws Relating to Health; Animals, Environment and Nuisance; Trading in Public Places; Fencing; Standing Orders; Swimming Pool Memorial; and Pest Plants (Attachment 8.2.4) and retains without amendment the local laws relating to the following: <ul style="list-style-type: none"> • Health; • Trading in Public Places; and • Pest Plant. 2. Progress the adoption of a Shire of Corrigin Animal, Environment and Nuisance Amendment Local Law 2016. 3. Repeals the Local Law relating to Fencing and adopt a new Local Law relating to Fencing in accordance with section 3.12 of the Local Government Act 1995. 4. Repeals the Local Law relating to Standing Orders and adopt a new Local Law relating to Standing Orders in accordance with section 3.12 of the Local Government Act 1995. 5. Repeals the Swimming Pool Memorial Local Law. 6. Progress the adoption of two new local laws relating to: <ul style="list-style-type: none"> • Cemeteries; and • Dogs. 	<p>1-6 CEO/GPO</p>	<p>1-6 Noted with further report to Council</p>	<p>1. In Progress</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

204/2017 19/09/2017	That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995: 1. Adopt the '1.12 Shire of Corrigin Signage Policy' as provided for in Attachment 8.2.5 to form part of the Shire of Corrigin Register of Policies.	1. CEO	1. Noted	1. Complete
206/2017 19/09/2017	That Council notes the WANDRRA PROJECT PROGRESS REPORT as provided as Attachment 13.1.	1. CEO	1. Noted	1. Complete

OFFICER'S RECOMMENDATION

That Council accept the report outlining the actions performed under delegated authority for the period 1 September 2017 to 30 September 2017 and receive the Status Report as at 12 October 2017.

8.2.2. GENERAL COMPLIANCE REPORTING FOR THE MONTH OF SEPTEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	11 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	N/A
Attachment Reference:	Attachment 8.2.2 - General Compliance Report

SUMMARY

Council is requested to acknowledge the General Compliance Report for September 2017 and recommended outcomes (noting that this is first Compliance Report provided to Council).

BACKGROUND

The purpose of the report is to record the ongoing local government compliance on a monthly basis so as to provide Council surety that all known compliance and operational requirements are being addressed as part of staff workloads and to that degree, an ongoing of internal audit is being completed on a monthly basis.

As the month progresses, staff in conjunction with the Chief Executive Officer (CEO) or Deputy CEO will undertake the analysis of the work required and determine the extent of action needed that will be required to complete items. During Agenda week the monthly report/list is reviewed to ensure compliance items are completed and can be reported to Council. Accordingly, only matters of 'non-compliance' are provided with specific comment in this report.

A 'compliance calendar' has been established for the administration staff member detailing their compliance requirements for the month.

COMMENT

This report addresses general compliance matters for September 2017 and refers to the majority of compliance and operation issues that are required throughout the year (**Attachment 8.2.2**). It is noted that this process is not definitive as each month additional items and/or actions may be identified and are then added to the monthly checklist workload. Some items may not always be completed each month and will be suitably notated.

There are no identified matters of non-compliance to report for the month of September 2017.

STATUTORY ENVIRONMENT

There are no statutory obligations.

POLICY IMPLICATIONS

There are no known policy implications relating to this report or the officer's recommendation.

FINANCIAL IMPLICATIONS

In the generation of the report or the officer's recommendation, there are no known budget or financial implications. However, there may be items that require additional administrative effort to complete or require external assistance to resolve. In those cases, individual financial implications will be reported.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council acknowledge the General Compliance Report for September 2017 as provided in Attachment 8.2.2.

8.2.3. REVIEW OF COUNCIL'S REGISTER OF POLICIES

Applicant:	Shire of Corrigin
Location:	N/A
Date:	10 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer; Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Register of Policies
Attachment Reference:	Attachment 8.2.3 - Revised Shire of Corrigin Policy Manual and Register of Policies

SUMMARY

This report relates to the review of the Council's existing policies from Policy Manual and adoption of a more contemporary register of policies that accurately reflect corporate direction and current management practices of the Shire.

BACKGROUND

Council's Policy Manual has been reviewed numerous times over recent years with the most recent being July 2016.

COMMENT

The objectives of the Register of Policies are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

The Register of Policies is a lengthy document with a large amount of policies that have been in place for a number of years. **Attachment 8.2.3** shows those policies that are recommended to be amended, created or deleted (highlighted in yellow and 'cross out' where they are to be deleted).

In brief, the changes sought are as follows:

- 1.1 *Policy Register* – clarifying person responsible for the Policy.
- 1.2 *Communications* – clarifying the authorisation of the 'spokesperson'.
- 1.6 *Liquor Permits* – clarifying that the policy is not a 'delegation'.
- 1.11 *Common Seal Usage Policy* – clarifying person responsible for the Policy.
- 2.2 *Rates – Request for Time to Pay* – clarifying the authorisation.
- 2.8 *Cheque Signatory/EFT Requirements* – change to the existing Policy where reference to Councillors is replaced with Shire President.
- 2.10 *Purchasing Policy* – revised Policy reflecting the suggested direction of WALGA with changes to the purchasing. In addition, the revised Policy introduces 'PANEL TENDERS' which allow Council to establish a panel of preferred suppliers of goods and services established by the Shire in accordance with Division 3 of the Local Government (Functions and General) Amendment Regulations 2015.
- 2.11 ~~Local~~ *Regional Price Preference Policy* – revised Policy more correctly reflecting the requirements of legislation but still in accordance with the original direction of Council.

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 17 October 2017*

- 2.12 *Authorisation to Purchase Goods and Services* – new Policy that in the past was reflecting in the Purchasing Policy but due to changes to the Purchasing Policy, is specifically identified.
- 2.13 *Budget Consideration/Preparation* – reflecting a longer period of time for community groups to make submission.
- 2.18 *Corporate Credit Cards* – changes to the reporting associated with credit card usage.
- 3.2 *Health Safety & Environment* – clarifying person responsible for the Policy.
- 3.7 *Employee Induction* – clarifying persons responsible for the Policy.
- 5.2 *Training and Development* – establishing that an evaluation of the course/conference/training is required.
- 5.7 *Staff Uniforms* – removing references to ‘staff name’ and an allocation of up \$600 per annum (referring instead to an allocation in the budget).
- 5.9 *Council vehicles issued to Staff* – including reference to vehicle costs being subject to an amount in the budget.
- 5.12 *Removal Expenses* – reflecting a realistic cost of relocating new staff to Corrigin and removing removal expenses for some staff.
- 5.13 *Staff Housing* – clarification of requirements under the Tenancy Agreement.
- 5.16 *Local Government Holidays* – referencing the *Shire of Corrigin Enterprise Agreement 2014*.
- 5.17 *Long Service Leave* – clarification that an application to defer long service leave is to be referred to Council for approval.
- 5.21 *Chief Executive Officer Performance Review* – reflecting Council Minute 29/2017 of 21 March 2017.
- 5.23 *Appointment of an Acting Chief Executive Officer* – new Policy that seeks to streamline short periods when the CEO is not available.
- 5.24 *Dealing with Family Members* – new Policy that addresses potential conflicts of interest when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities.
- 5.25 *Related Party Disclosure* – new Policy that addresses AASB 124 Related Party Disclosures to include application by not-for-profit entities, including local governments.
- 5.5 *Voluntary Service* – clarification on payment process and that staff directed to attend an event are not volunteers.
- 6.1 *Hire of the Community Bus* – new Policy that clarifies the requirements for users of the bus and where ‘discounts’ apply.
- ~~6.2 *Hire of the Community Bus – Corrigin Senior Citizens Inc.* – deleted and provision reflected in draft Policy 6.1~~
- 6.2 *Corrigin Town Hall Shire Buildings (Not Including CREC) – Hire* – modification to existing Policy that seeks to replace reference to the ‘Corrigin Town Hall’ to include ‘Shire buildings’.
- 7 ~~*Parks and Landscaping and Signage Policies*~~ – adding reference to ‘signage’ as a policy under Part 7.
- 7.4 *Shire of Corrigin Signage Policy* – new Policy that seek to both formalise the existing signage arrangements within the Shire and to provide guidance for new policy areas such as a Policy map that identifies the roads where signs are to be erected along with the locations of the existing Visitor Bay at Rotary Park and two new Visitor Bays.
- 8.6 ~~*Meetings – Day and Time Monthly Ordinary Council Meetings and Councillor Discussion Period*~~ – modification to existing Policy that acknowledges the ‘Councillor Discussion Period’.
- 8.7 *Training and Development – Elected Members* – modification to existing Policy to strongly encourage Councillor training and professional development opportunities. This also reflects reflecting Council Minute 29/2017 of 21 March 2017.
- 8.8 *Elected Members’ Fees, Allowances, Reimbursements and Benefits* – Removing ‘Reimbursements’ from the heading as the Policy relates solely to timing of payment to Elected Members of Members Fees and allowances within the provisions of the Local Government Act 1995 (Note: ‘reimbursements are addressed in new Policy 8.9 and Policy 8.10).

- 8.9 *Elected Members’ Business, Conferences and Training Expenses* – new Policy reflecting Council Minute 29/2017 of 21 March 2017. *The Policy also appoints the Shire President and Deputy Shire President or their nominee to be the voting delegates at the WALGA Annual General meeting.*
- 8.11 *Audit And Risk Management Committee* – reflecting Council Minute 29/2017 of 21 March 2017.
- 8.12 *Appointment of an Auditor, Scope of Works and Notification of Appointments* – reflecting Council Minute 29/2017 of 21 March 2017.
- 10.2 *Bush Fire Control Officers -Eligibility* – clarifying that BFO’s should attend a Fire Control Officers course and deleting that the Shire will meet expenses not met by DFES.
- 12.2 *GRAVEL SUPPLIES -ROAD CONSTRUCTION* – acknowledging that there could be circumstances where compensation for crop loss due to gravel extraction.

STATUTORY ENVIRONMENT

Council’s role to determine the Local Government’s policies is defined in the Local Government Act, Section 2.7(2) (b):

Local Government Act 1995 – Section 2.7 Role of council

- “(1) *The council –*
- (a) governs the local government’s affairs; and*
 - (b) is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to –*
- (a) oversee the allocation of the local government’s finances and resources; and*
 - (b) determine the local government’s policies.”*

POLICY IMPLICATIONS

As mentioned in the summary of this report the review process is to update the Register of Policies and offer a more contemporary series of policies that reflects the corporate direction and current management practices of the Shire.

FINANCIAL IMPLICATIONS

There are no significant direct financial implications for the current budget as a result of the adoption of the proposed policies, however, the proposed policies will in some part direct the activities of Council into the future and thereby have significant effect on the formulation of future budgets.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995:

- 1. Rescind the policies that establish the July 2016 Shire of Corrigin Policy Manual and Register of Policies.*
- 2. Adopt the policies as provided for in **Attachment 8.2.3** to form the Shire of Corrigin Register of Policies.*

**8.2.4. SUBDIVISION APPLICATION WAPC NO: 155769 - LOT NO'S 201 & 21 MORRELL ROAD
CORRIGIN**

Applicant:	Peter Gow on behalf of Strathmore Pty Ltd
Location:	Lot No's 201, 21 Morell Road Corrigin
Date:	10 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	A 215
Attachment Reference:	N/A

SUMMARY

Council is requested to provide comment of support to the Western Australian Planning Commission (WAPC) in respect of the subdivision Lot No's 201, 21 Morell Road Corrigin.

BACKGROUND

Subdivision Application Process

Application to the WAPC for subdivision approval is initiated by a landowner and/or applicant. Application forms, any explanatory documents and plan(s) are lodged with the WAPC and assessed on its behalf by the Department of Planning. If the WAPC is of the opinion that the subdivision may affect the functions of a local government, utility provider or public agency, it may (under s142 of the *Planning and Development Act 2005*) refer the application for objections and recommendations. In reality, almost all subdivision applications are referred.

The Act provides referral agencies with 42 days to respond, unless otherwise agreed, and if referral advice is not received in this timeframe there is deemed to be no objection and no requested conditions. The WAPC may consider some referral agencies' advice to be critical to the assessment of an application, and on that basis can provide referral agencies with additional time to provide a recommendation.

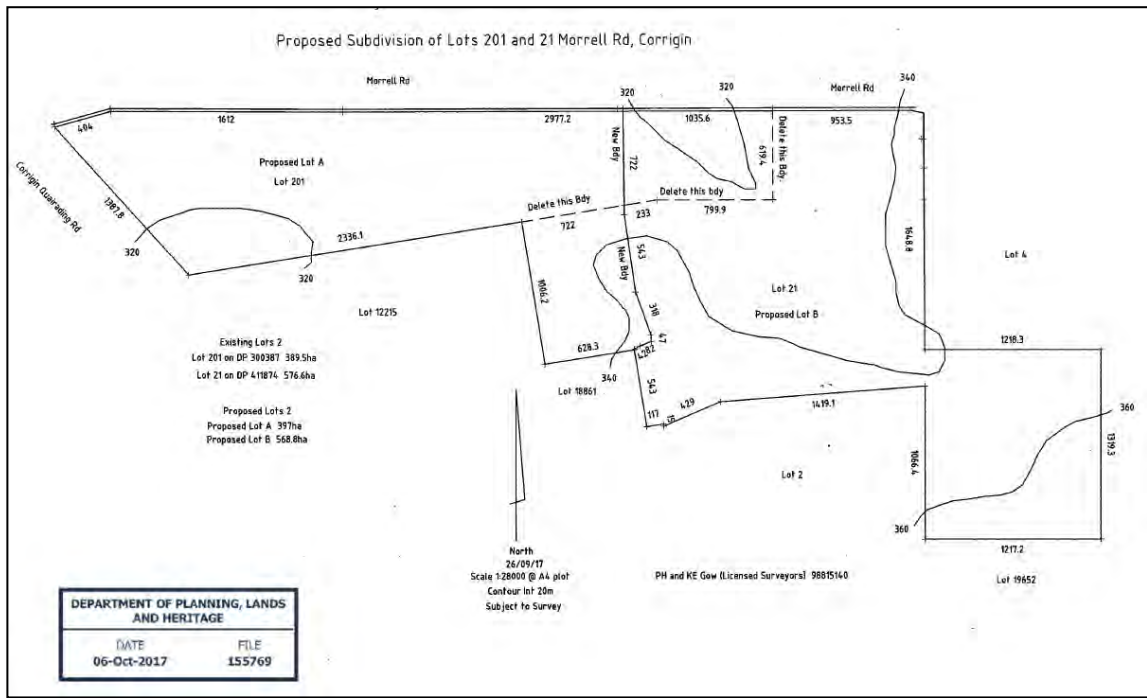
The Department assesses the application, recommending to the WAPC that the application be refused or approved with or without conditions (using the Model Subdivisions Schedule as a basis for the condition setting). In accordance with s 145 of the *Planning and Development Act 2005* an approval may be granted for a 'prescribed period', which is defined as four years for applications involving more than five lots (excluding common property) and three years in any other case. The subdivision can be constructed in accordance with the approval conditions.

The landowner and/or applicant is responsible for obtaining the 'clearance' from the agency prescribed with the responsibility for 'clearing' the relevant condition. Additionally, they are responsible for advising the WAPC that the requirements of the condition have been fulfilled so that the WAPC are able to endorse the diagram or plan of survey of subdivision. Subdivision conditions are to be drafted to include a clearance agency and when no clearance agency is nominated the WAPC is the nominated clearing agency. As all subdivision conditions are to the satisfaction of the WAPC, the WAPC will arbitrate if there is a dispute as to the clearance requirements.

COMMENT

Subdivision Application WAPC 155769

Subdivision Application WAPC 155769 seeks a boundary realignment is proposed (classified as 'subdivision'). The proposed lots will create no new building entitlements.



The land is zoned 'Rural' zone under the Shire of Corrigin's current operative Town Planning Scheme No.2 (TPS No. 2) as follows:



TPS No. 2 has the following Objectives and provisions relevant to the subdivision application:

“16. Zones

- (1) Zones are shown on the Scheme Map according to the legend on the Scheme Map.
- (2) The objectives of each zone are as follows—

(d) Rural Zone

- (i) To ensure that a right of vehicular access unfettered as to time, place and circumstance exists to any land which is the subject of any application for development approval;
- (ii) To ensure the preservation of the rural character and rural appearance of land within the zone;
- (iii) To protect the economic viability of Rural zoned land via support only for subdivision or re-subdivision which enables the retention or promotion of lot or location sizes, which relate to the general farming activity in any particular locality of the Scheme Area;”

“(17) General policy statements

(4) General Local Rural Policy

In considering any support for the subdivision and/or development of Rural zoned land within the scheme area, the local government shall in addition to the provisions of the Scheme, have regard to—

- (a) The objectives for the Rural zone laid down in Clause 16(2)(d);*
- (b) Possible conflict between incompatible land uses as a result of subdivision and/or development within the Rural zone;*
- (c) The fact that the existence of more than one dwelling house on a Rural zoned lot/location should not be construed as a basis for the local government’s support to the subdivision of the lot/location;*
- (e) Inappropriate subdivision and/or development generating problems relating to land drainage, water supply, bush fire safety and inadequate road access which could result in additional cost to the community at large.”*

It is noted that lots are located within *State Planning Policy SPP3.7 Planning in Bushfire Prone Areas*. This provides the foundation for land use planning to address bushfire risk management in Western Australia. As the subdivision does not create any additional lots, it is suggested that the Council recommend to the WAPC that it not apply a Bushfire Attack Level Assessment in this instance as any future approvals for dwellings etc will still be applicable. The application is in keeping with the provisions of TPS No. 2.

In this regard, it is considered appropriate that Council not oppose the application and advise the WAPC that the Shire does not seek to impose any conditions.

STATUTORY ENVIRONMENT

- Local Government Act 1995*
- Shire of Corrigin Town Planning Scheme No. 2*
- Planning & Development Act 2005*
- State Planning Policy SPP3.7 Planning in Bushfire Prone Areas*

POLICY IMPLICATIONS

Council does not have a policy in relation to this item.

FINANCIAL IMPLICATIONS

There are no known significant 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 revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Economic

A strong, diverse economy supporting agriculture, local business and attracting new industry

Outcome 1.2 Adequate land availability for development

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.2.2	Review Local Town Planning Scheme	1.2.2.2	Provide, maintain and review Town Planning Scheme to support development along with orderly and proper planning

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Not object to subdivision application Western Australian Planning Commission (WAPC) No. 155769 from Peter Gow on behalf of Strathmore Pty Ltd for Lot No's 202, 21 Morrell Road Corrigin and does not seek to impose any conditions.*
- 2. Suggest to the WAPC that it not apply a Bushfire Attack Level Assessment to Subdivision No. 155769 in this instance as the subdivision does not create any additional lots and a Bushfire Attack Level Assessment will still be applicable in any future approvals for dwellings etc.*
- 3. Request the Chief Executive Officer to advise the WAPC of 1 and 2. above and provide the WAPC with a copy of the Shire report.*

8.2.5. 2017 REGIONAL CHRISTMAS TRADING EXTENSIONS

Applicant:	Department of Commerce
Location:	Town of Corrigin
Date:	11 October 2017
Reporting Officer:	Rob Paull Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GR0046
Attachment Reference:	Attachment 8.2.5 - Correspondence from Department of Commerce

SUMMARY

Council's position on an extension of '2017/18 Christmas/New Year' trading hours for Corrigin is sought.

BACKGROUND

At the Ordinary meeting of 15 November 2016, Council considered a proposal from the Department of Commerce concerning extended Christmas trading hours and resolved as follows:

"That Council advise the Department of Commerce that it supports the extension of trading hours within the Corrigin townsite from 5 December 2016 until 1 January 2017 as reflected in the Department's 'trading package' hours from:

- 8.00am to 9.00pm Monday to Friday;
- 8.00am to 5.00pm Saturdays; and
- 11.00am to 5.00pm Sundays and public holidays other than Christmas day (which will be a closed day)."

COMMENT

The Department of Commerce has again written to all regional local governments seeking the views on allowing an extension of trading hours over the '2017/18 Christmas/New Year' period (**Attachment 8.2.5**).

Unlike in previous years, the trading period is not based on the current metropolitan area trading hours and local governments are invited to "... apply for an extension of trading hours over the 2017/18 Christmas/New Year period. For the applications to be considered, a response is required by 1 November 2017."

Whilst Council did support the Department's trading hour's proposal for 5 December 2016 until 1 January 2017, the Shire has not been contacted by any local traders seeking support to extend their business hours over the 2017/18 Christmas/New Year period. Due to the short period to consider an 'application' to the Department of Commerce, the Shire has not had the opportunity to contact the local businesses to seek their views.

It is considered reasonable that unless the Shire is contacted by a trader/s and/or the 'Corrigin Business After Hours' (CBAH) members seeking an extension of trading hours over the '2017/18 Christmas/New Year' period, that Council not formally resolve to seek an application.

However, should a request for extended '2017/18 Christmas/New Year' trading period be made by individual traders or CBAH that the Chief Executive Officer be authorised to lodge a submission on behalf of Council supporting the requested extended trading hours.

STATUTORY ENVIRONMENT

The *Retail Trading Hours Act 1987* applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets.

POLICY IMPLICATIONS

There are no known policies relating 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 revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council, where a request for extended '2017/18 Christmas/New Year' trading period is made by an individual trader in Corrigin or on behalf of 'Corrigin Business After Hours' members, that the Chief Executive Officer be authorised to lodge a submission on behalf of Council supporting the extended trading hours request.

8.3 WORKS AND GENERAL PURPOSES REPORTS

There are no Works and General Purposes Reports

9 NOTICE OF MOTIONS FOR THE NEXT MEETING

10 CHIEF EXECUTIVE OFFICER'S REPORT

10.1 REPORT OF THE RETURNING OFFICER – 2017 LOCAL GOVERNMENT ELECTIONS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	1 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV0025
Attachment Reference:	N/A

SUMMARY

This report is to brief elected members on the nomination of candidates in relation to the 2017 Local Government Elections and provide an overview of the outcome the Election.

BACKGROUND

As Council is aware, the 2017 Local Government Elections formally commenced with the Shire of Corrigin having four (4) Elected Member positions vacant consisting of three 4 year terms. All positions are representative of the whole of the Corrigin District as the Shire no longer entertains a Ward System.

As part of the Election process notification of enrolment of owners and occupiers was published through various mediums between 26th August 2017 and 1st September 2017. A candidate information pack was prepared with only three candidate packs being collected.

The call for nominations of candidates for elected member positions subsequently opened at 8.00 am on 1st September 2017 and closed at 4.00 pm 14th September 2017. Simultaneously, the respective residents, and owners and occupiers roles were prepared by through the efforts of the Deputy Chief Executive Officer.

Results

The formal nomination period yielded three candidates from eligible voters. The respective candidates and their terms are listed below:

- Mr Matthew Dickinson- 4 year term
- Mr Frederick Gilmour- 4 year term
- Mr Desmond Hickey - 4 year term

Given the result, all three candidates are elected unopposed for their specified terms. Accordingly, there is no requirement for a 'in person' election to be conducted on Saturday 21st October 2017. However, there is a need to fill the 'fourth' vacant position through an extraordinary election.

COMMENT

Council is compelled by legislation to conduct an extraordinary for the remaining elected member position.

There is an inherently high risk of breaching the legislation should a date for this election not be fixed within one month and conducted within four months from the positions being declared vacant, being 15 September 2017.

As noted above, Council or the President can determine the appropriate date for an extraordinary election to be conducted. Selection of a date needs to allow sufficient time for the election to be arranged, being mindful the allocation of time to conduct an ordinary election is 80 days; while the legislation prescribes an extraordinary election must be conducted with 122 days (4 months).

With this acknowledged and also accounting for harvest, the Christmas/New Year period, and Schools Holidays, the first extraordinary election date that could reasonably be considered is Saturday 9th December 2017. This would result in the nomination period for candidates occurring on Thursday 26th October 2017, (44 days prior) closing Friday 2nd November 2017 (some 37 days prior).

On this basis, the Shire President pursuant to Section 4.9(1) (a) of the Act has determined that the extraordinary election will be held on Saturday 9th December 2017. Coincidentally, the Shire of Brookton has determined Saturday 9th December 2017 as the date for their extraordinary election.

Should the remaining member seat not be filled during the extraordinary election, the Council may then (in accordance with Section 4.57(3) of the Act) approach and appoint a suitably qualified and capable candidate to the position by a vote of absolute majority. Conversely, the Council may request the Local Government Advisory Board undertake a review of the number of positions if a suitable candidate is not identified, or is not accepting of appointment.

STATUTORY ENVIRONMENT

For this election the Chief Executive Officer (CEO) acted as the Returning Officer with the election to be conducted on the basis of electors voting in person (not postal) in accordance with Part 4 of the *Local Government Act 1995* ('Act') and *Local Government (Elections) Regulations 1997*. The CEO acknowledges the extensive assistance and guidance provided by the DCEO in carrying out this role.

Given the outcome, the nominated candidates are elected unopposed pursuant to Section 4.57(2) (a). Public notification to this effect to occur and additional notice was provided to the Minister for Local Government, Heritage, Culture and the Arts with 14 days using Form 20 of the *Local Government (Elections) Regulations 1997*.

Section 4.57(2)(b) of the Act also prescribes that an extraordinary election is now required to fill the remaining office as if it had become vacant on the day after the close of nominations (15th of September 2017).

In this circumstance Section 4.9 of the Act states:

4.9. Election day for extraordinary election

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
 - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b);*
or
 - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*

- (2) *The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*

POLICY IMPLICATIONS

There are no known policy implications relating to this Item.

FINANCIAL IMPLICATIONS

It is estimated the cost of the extraordinary election is approximately \$2000 including staff time.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023 and Corporate Business Plan 2017-2021:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Note the Report of the Returning Officer – 2017 Local Government Elections; and*
- 2. Note the decision of the Shire President pursuant to Section 4.9(1) (a) of the Local Government Act 1995 to hold the extraordinary election on Saturday 9th December 2017 to fill the vacant elected member position (one 4 year term).*

10.2 CHIEF EXECUTIVE OFFICER RECRUITMENT (CONFIDENTIAL REPORT)

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	1 October 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	The author has no financial, proximity or impartiality interests in the proposal. However, the incumbent CEO Mr Paull has made a declaration as he is currently in the role that is the subject of this item
File Number:	PER 0045

REASON FOR CONFIDENTIALITY

This Report is confidential in accordance with section 5.23(2) of the Local Government Act because it deals with matters of commercial in-confidence and contracts which Council may enter into.

OFFICER'S RECOMMENDATION

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

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 21 November 2017 at 9 Lynch Street Corrigin commencing at 3pm.

17 MEETING CLOSURE