

SHIRE OF CORRIGIN AGENDA



19 December 2017

ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Tuesday 19 December 2017 commencing at 3.00pm in the Council Chambers.

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

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Notice of Meeting

The next Ordinary Meeting of Council for the Shire of Corrigin will be held on Tuesday 19 December 2017 in the Council Chambers 9 Lynch Street Corrigin commencing at 3.00pm.

A handwritten signature in blue ink, appearing to read 'Rob Paull'. The signature is fluid and cursive.

Rob Paull – Chief Executive Officer

Order of Business

Ordinary Council Meeting to be held on Tuesday 19 December 2017

10:00am	<i>Audit and Risk Management Committee Meeting</i>
12.00pm	<i>End of Year Lunch at Corrigin Hotel</i>
1.30pm	<i>Discussion Period</i>
2.30pm	<i>Afternoon Tea</i>
3.00pm	<i>Council Meeting</i>
5.00pm	<i>Nibbles</i>
7.00pm	<i>Festive Lights Review</i>

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1. DECLARATION OF OPENING

2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Shire President

Deputy Shire President

Cr. L Baker

Cr. D L Hickey

Cr. B D Praetz

Cr. S G Hardingham

Cr. M B Dickinson

Cr. F R Gilmore

Cr. J A Mason

Chief Executive Officer

Deputy Chief Executive Officer

Governance Executive Officer

R L Paull

T L Dayman

J K Baker

APOLOGIES

Manager Finance, D C Ospina Godoy

LEAVE OF ABSENCE

3. PUBLIC QUESTION TIME

4. MEMORIALS

The Shire is not aware of any residents within the Shire of Corrigin having 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

7.1.1. MINUTES OF THE ORDINARY MEETING OF COUNCIL (ATTACHMENT 7.1.1)

Minutes of the Ordinary Meeting of Council held on 21 November 2017 at the Shire of Corrigin Chambers (Attachment 7.1.1)

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 21 November 2017 (Attachment 7.1.1) be confirmed as a true and correct record.

7.1.2. MINUTES OF THE SPECIAL MEETING OF COUNCIL (ATTACHMENT 7.1.2)

Minutes of the Special Meeting of Council held on 11 December 2017 at the Shire of Corrigin Chambers (Attachment 7.1.2)

OFFICER'S RECOMMENDATION

That the Minutes of the Special Meeting of Council held on 11 December 2017 (Attachment 7.1.2) be confirmed as a true and correct record.

7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1. MINUTES OF THE CENTRAL COUNTRY ZONE MEETING (ATTACHMENT 7.2.1)

Minutes of the Central Country Zone Meeting held on 1 December 2017 in Wagin (Attachment 7.2.1)

OFFICER'S RECOMMENDATION

That the Minutes of the Central Country Zone Meeting held on 1 December 2017 (Attachment 7.2.1) be confirmed as a true and correct record.

7.2.2. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES (ATTACHMENT 7.2.2)

Minutes of the Local Emergency Management Committee meeting held on Monday 4 December 2017 at the Shire of Corrigin Chambers (Attachment 7.2.2).

OFFICER'S RECOMMENDATION

That the Minutes of the Local Emergency Management Committee meeting held on Monday 4 December 2017 (Attachment 7.2.2) be received.

MATTERS ARISING

Meeting dates for 2018

LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION

That the Shire of Corrigin Local Emergency Management Committee (LEMC) recommend to Council to undertake the LEMC meetings in 2018 as follows:

- *Monday 26 February 2018 – (March meeting)*
- *Monday 28 May 2018 – (June meeting)*
- *Monday 27 August 2018*
- *Monday 3 December 2018*

OFFICER'S RECOMMENDATION

That Council undertake the LEMC meetings in 2018 as follows:

- *Monday 26 February 2018 – (March meeting)*
- *Monday 28 May 2018 – (June meeting)*
- *Monday 27 August 2018*
- *Monday 3 December 2018*

7.2.3. MINUTES OF SHIRE OF CORRIGIN AUDIT AND RISK MANAGEMENT COMMITTEE (TO BE PRESENTED TO COUNCIL)

Meeting held on Tuesday 19 December 2017 commencing at 10.00am at the Shire of Corrigin Chambers (to be presented to Council).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held on Tuesday 19 December 2017 be received (Council to be advised of any matters arising).

Matters that require a Council decision arising from the Shire of Corrigin Audit and Risk Management Committee 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:	19 December 2017
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	N/A

GRANT FUNDING

- RAC 'Elephant in the Wheatbelt' Mural Project 2018 – Corrigin application shortlisted

CORRIGIN CRC Monthly Usage – November 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	42	158	Phonebook Sales	12	113
Photocopying / Printing / Faxing	45	167	Moments In Time Books	0	3
Laminating / Binding / Folding	6	25	Book Sales	0	0
Sec. Services / Scans / CD Burning	6	33	Wrapping Paper / Postcard Sales	2	4
Room Hire	12	53	Polo Shirt / Eco Bag Sales	0	0
Equipment Hire	2	11	Phone calls	0	98
Training / Course Fees	2	36	Sale of Assets	0	0
Resource Centre Membership Fees	2	2			
Exam Supervision	4	4			
Movie Club Fees	9	28			
Total:	130		Total:	14	
<i>Monthly People through:</i>	144				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	YTD FROM JULY 17	SERVICE	MTHLY	YTD FROM JULY 17
Phonebook Enquiries	7	38	Conf. / Vid Conf. / Training /	124	397
Tourism	39	164	University Exams	5	17
VET Affairs	0	1	Broadband for Seniors / Webinars	8	24
ATO	4	10	General Enquires (Face/Email/Website)	198	673
Government Access Point	5	23	Corrigin Toy Library	7	47
Community Information	22	182	TR Homes (Referrals)	0	1
Total:	77		Total:	342	
<i>Monthly People through:</i>					

TOTAL FOR THE MONTH OF NOVEMBER: 563

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 December 2017*

COMMUNITY ECONOMIC / BUSINESS and SOCIAL DEVELOPMENT BOOKINGS – NOVEMBER 2017			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Seniors Week 2017 - Movie Morning Tea	23	Conference Room	N/A
Janeane Anderson (Student Tutoring)	5	Professional Office	Commercial Booking
Movie Club (November)	11	Conference Room	N/A
Primaries (Regional meeting)	14	Conference Room	Commercial Booking
Holyoake – Drug and Alcohol Counselling	2	Professional Office	Commercial Booking
Glass Platter Workshop	13	CCAC	N/A
Skill Hire – Job Seeker Appointments	2	Professional Office	Commercial Booking
Forrest Personnel – Disability Services	2	Professional Office	Commercial Booking
Kids Cancer Bike Ride Presentation	25	Conference Room	N/A
Shire Staff - Performance Reviews	9	Professional Office	N/A
Shire – CEO Interviews	1	Professional Office	N/A
Dept. of Education meeting	3	Professional Office	Commercial Booking
Landmark (Regional meeting)	11	Conference Room	Commercial Booking
CSBP meeting	2	Conference Room	Commercial Booking
Murdoch University – Exam Invigilation	3	Video Conference Room	Commercial Booking
Deakin University – Exam Invigilation	1	Computer Room	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	663	563								

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 – NOVEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 2017
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.2 – Accounts for Payment

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 November 2017 are attached.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$110,201.88.

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	020249	020250
Municipal & Trust & Police Licensing	EFT	EFT11765	EFT11766
Trust	Cheque	003373	003374
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 November 2017:

1. *Cheque 020250 - 020256 payments in the Municipal Fund totalling \$15,217.30;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$469,749.52;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$5,298.26;*
4. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$117,213.49;*
5. *Cheque 003374 - 003377 payments in the Trust Fund totalling \$690.00;*
6. *Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$3,428.00;*
7. *Electronic Funds Transfer (EFT) payments in the Licensing Trust Fund totalling \$1,483.34;*
8. *Direct Debit (DD) payments in the Licensing Trust Fund totalling \$40,162.90; and*
9. *Total payments for November 2017 being \$653,242.81.*

8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 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 September to 27th October 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. 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 incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the 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 September to 27th October 2017 was \$ 2,887.00*

8.1.4. MONTHLY FINANCIAL REPORT – NOVEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 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 November 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 November 2017 included as **Attachment 8.1.4** and as presented, along with notes of any material variances.*

8.1.5. USE OF COMMON SEAL FOR DOCUMENTS ASSOCIATED WITH THE SHIRE'S OVERDRAFT FACILITY

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM0173
Attachment Reference:	Attachment 8.1.5 – NAB Bank Documentation

SUMMARY

Council is requested authorise the President and Chief Executive Officer to affix the common seal to the documents that increases the Shire's overdraft facility from \$100,000 to \$1,500,000.

BACKGROUND

At the Ordinary Meeting of 22 August 2017 (as part of the 2017/18 Budget deliberations), Council resolved as follows:

"That Council, as part of the 2017/2018 Budget, approve the temporary overdraft limit of \$1,500,000 for the period up until 22 August 2019 and after revert back to an overdraft limit of \$100,000".

In accordance with the *Local Government (Financial Management) Regulations 1996, section 29(b)(4)* the increase to Council's overdraft facility from \$100,000 to \$1,500,000 was disclosed within the 2017/2018 Annual Budget Statutory Budget.

COMMENT

Whilst Council has already approved the temporary overdraft limit of \$1,500,000, however the bank's documentation requires the use of the Common Seal. Council is requested to authorise the President and Chief Executive Officer to affix the common seal to the documents (Attachment 8.1.5).

STATUTORY ENVIRONMENT

Local Government Act 1995 –

"9.49A Execution of documents

- (1) *A document is duly executed by a local government if —*
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*

- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown."*

POLICY IMPLICATIONS

Policy 1.11 Common Seal Usage.

FINANCIAL IMPLICATIONS

As noted in the 2017/18 Budget papers, should the overdraft facility be utilised, there will be an increase in bank fees for the 2017/18 and 2018/2019 financial year.

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

The 2017/2018 budget has been prepared with regards to the contents within the Shire of Corrigin's Strategic Community Plan and Corporate Business Plan.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council authorises the President and Chief Executive Officer to affix the common seal to bank documentation associated with a temporary overdraft limit of \$1,500,000 for the period up until 22 August 2019.

8.1.6. CORRIGIN LIBRARY SERVICES (CONFIDENTIAL)

Applicant: C & W Gardner
Location: Corrigin Post Office, Walton Street Corrigin
Date: 19 December 2017
Reporting Officer: Rob Paull Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: CS0023
Attachments: N/A

OFFICER'S RECOMMENDATION

That Council raise Resolution (155/2017) in relation to the Shire entering into an agreement with the proprietor of the provision of Library Services 'from the table'.

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person*

OFFICER'S RECOMMENDATION

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

8.2. GOVERNANCE AND COMPLIANCE REPORTS

8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR NOVEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 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 November 2017 to 30 November 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 November 2017 to 30 November 2017 and are submitted to Council for information.

Bushfire

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

Common Seal

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

Dangerous Goods Safety Act 2004

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

Food Act 2008

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

Hawkers, traders and stall holders

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

Liquor Laws

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

Lodging houses

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

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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
06/11/2017	N/A	Waiving of fee for hire of CREC for Rotary Exchange Students	Jacqueline Jones	N/A
27/11/2017	FM0057	Discounting of fee for hire of Corrigin Town Hall for a total of ten rehearsals for the School's Presentation Night	Heather Prance	N/A

Public Buildings

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

Septic Tank Approvals

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

Planning Approval (Note: the following planning approval was inadvertently not included in the actions performed under delegated authority for September 2017):

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
17/11/2017	17/03	Adoption of Management Plan - Rotational outdoor piggery (to a maximum of 499 pigs) at Lot 101 Woods Road Gorge Rock, Corrigin	Billy Matthews and Tessa Ednie-Brown	N/A
27/11/2017	17/12	Addition to an existing light industrial shed and associated storage at Lot 381 (No 4) on the corner of Tassell and Walton Street, Corrigin	Steven Warwick	N/A

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

Building Permits

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
22/11/2017	COBP17-18	Approval for replacement and installation of advertising signage	Digi Marketing Corporate	N/A
23/11/2017	COBP17-19	Replacement and extension of carport and patio	Matthew Dickinson	N/A

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.

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SHIRE OF CORRIGIN STATUS REPORT AS AT 14 DECEMBER 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

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	<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. Subdivision approval sought from WAPC</p>
177/2017 22/08/2017	<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>1. Process commenced</p>	<p>1. Complete</p> <p>2. In Progress</p>
179/2017 22/08/2017	<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>
202/2017 19/09/2017	<p>That Council:</p> <p>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.</p> <p>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>	<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>

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<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>1-6. In Progress</p>
<p>234/2017 23/10/2017</p>	<p>That Council defer appointment and Delegation of the Works and General Purposes Committee until the swearing-in of the seventh Corrigin Councillor.</p>	<p>1. CEO</p>	<p>1. Noted</p>	<p>1. To be considered after the Extraordinary Election</p>
<p>235/2017 23/10/2017</p>	<p>That Council defer appointment and Delegation of the Infrastructure and Building Maintenance Committee until the swearing-in of the seventh Corrigin Councillor.</p>	<p>1. CEO</p>	<p>1. Noted</p>	<p>1. To be considered after the Extraordinary Election</p>

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237/2017 23/10/2017	That Council defer appointment and Delegation of the Chief Executive Officer's Performance Review Occasional Committee the swearing-in of the seventh Corrigin Councillor.	1. CEO	1. Noted	1. To be considered after the Extraordinary Election
239/2017 23/10/2017	That Council defer appointment and Delegation of the Recreation Planning Advisory Committee the swearing-in of the seventh Corrigin Councillor.	1. CEO	1. Noted	1. To be considered after the Extraordinary Election
240/2017	That Council defer appointment and Delegation of the Rockview Land Management Advisory Committee the swearing-in of the seventh Corrigin Councillor.	1. CEO	1. Noted	1. To be considered after the Extraordinary Election
244/2017 23/10/2017	That Council defer appointment representatives to the following external organisations and committees until the swearing-in of the seventh Corrigin Councillor: <u>Corrigin Tidy Towns Committee</u> (1 position) <u>Central Agcare Financial & Family Counselling</u> (1 Position) <u>Roe Tourism Association</u> (1 position)	1. CEO	1. Noted	1. All to be considered after the Extraordinary Election
261/2017 21/11/2017	That Council: 1. After considering the relevant provisions of the Shire of Corrigin Town Planning Scheme No. 2, approves the application for planning approval submitted by Planning Solutions Pty Ltd to establish a Mobile Phone Base Station upon Lot 10 Brookton-Corrigin Road, Bulyee in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions and advice notes: Condition: Development shall generally be in accordance with plans with the Application and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.	1. CEO	1. Permit to Issue	1. Completed

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	<p>Advice Notes:</p> <p>a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.</p> <p>b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.</p> <p>c) Rights of appeal are also available under the Planning and Development Act 2005 (as amended) against the decision of Council, including any conditions associated with this decision. Any such appeal must be lodged within 28 days of the date of this decision to the State Administrative Tribunal (Level 6, State Administrative Tribunal Building, 565 Hay Street, PERTH WA 6000 or GPO Box U1991, Perth 6845 Phone: (08) 9219 3111 or 1300 306 017).</p> <p>d) This Planning Approval issued by the Shire of Corrigin does not remove any responsibility the Applicant may have in obtaining a vegetation clearing permit from the Department of Environment in accordance with the Environment Protection Act 1986. Further information can be obtained from the Department of Environment or at the following website www.environment.wa.gov.au</p>			
<p>262/2017 21/11/2017</p>	<p>That Council:</p> <p>1. After considering the relevant provisions of the Shire of Corrigin Town Planning Scheme No. 2, approves the application for planning approval submitted by Planning Solutions Pty Ltd to establish a Mobile Phone Base Station upon Lot 2 Sorensens Road, Bilbarin in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions and advice notes:</p> <p>Condition:</p> <p>2. Development shall generally be in accordance with plans with the Application and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.</p> <p>Advice Notes:</p> <p>a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and</p>	<p>1. CEO</p>	<p>1. Permit to Issue</p>	<p>1. Completed</p>

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	<p>Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.</p> <p>b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.</p> <p>c) Rights of appeal are also available under the Planning and Development Act 2005 (as amended) against the decision of Council, including any conditions associated with this decision. Any such appeal must be lodged within 28 days of the date of this decision to the State Administrative Tribunal (Level 6, State Administrative Tribunal Building, 565 Hay Street, PERTH WA 6000 or GPO Box U1991, Perth 6845 Phone: (08) 9219 3111 or 1300 306 017).</p> <p>d) This Planning Approval issued by the Shire of Corrigin does not remove any responsibility the Applicant may have in obtaining a vegetation clearing permit from the Department of Environment in accordance with the Environment Protection Act 1986. Further information can be obtained from the Department of Environment or at the following website www.environment.wa.gov.au</p>			
<p>263/2017 21/11/2017</p>	<p>That Council:</p> <p>1. After considering the relevant provisions of the Shire of Corrigin Town Planning Scheme No. 2, approves the application for planning approval submitted by Digi Marketing Corporate to erect a 5.457m free standing illuminated pole sign along with three (3) 9m flag poles (for commercial signage/banners) at Lot 8 (No. 5) Walton Street, Corrigin in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions and advice notes:</p> <p>Condition:</p> <p>2. Development shall generally be in accordance with plans with the Application and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.</p> <p>Advice Notes:</p> <p>a) Rights of appeal are also available under the Planning and Development Act 2005 (as amended) against the decision of Council, including any conditions associated with this decision. Any such appeal must be lodged within 28 days of the date of this decision to the State Administrative Tribunal (Level</p>	<p>1. CEO</p>	<p>1. Permit to Issue</p>	<p>1. Completed</p>

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	6, State Administrative Tribunal Building, 565 Hay Street, PERTH WA 6000 or GPO Box U1991, Perth 6845 Phone: (08) 9219 3111 or 1300 306 017).			
264/2017 21/11/2017	That Council: 1. Corrigin Industrial Area i. Endorse the actions of the Chief Executive Officer in requesting MRWA to rate: <ul style="list-style-type: none"> • Boyd Street, Channon Close and Rendell Street as RAV4; and • Boyd Street, Channon Close and Rendell Street as RAV7. ii. Support the Shire as a priority to: <ul style="list-style-type: none"> • including guide posts at the culvert structure at the Boyd Street/Kunjin Street intersection (slk 0.088); • extending the culverts in Boyd Street onto Channon Close; and • removing the shrubs in Rendell Street as identified in RAV assessment. iii. Request the Chief executive Officer to included road improvement works in the draft 2018/19 Budget for Tassell Street and Caley Streets to enable them to be considered as a RAV4 rating. 2. Stretton Road and Bullaring-Pingelly Road Submit Stretton Road and Bullaring-Pingelly Road for assessment by Main Roads WA for addition to the RAV network as RAV4.	1-2. CEO	1-2 Correspondence to MRWA	1-2 Completed (awaiting response)
265/2017 21/11/2017	That Council note Cr Lyn Baker's report on the National Roads & Transport Congress 2017 in Albany on 6-8 November 2017.	1. Council	1. Noted	1. Completed
268/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment and Delegation of the Works and General Purposes Committee (Attachment 7.1A) and s 5.10 & 5.11A Local Government Act 1995 appoints (4 positions): <ul style="list-style-type: none"> • Councillor Dickinson as a member of the Works and General Purposes Committee • Councillor Praetz as a member of the Works and General Purposes Committee • Councillor Hickey as a member of the Works and General Purposes Committee • Councillor Mason as a member of the Works and General Purposes Committee 	1. CEO	1. Noted (no action required)	1. Completed

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269/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment of the Infrastructure and Building Maintenance Committee (Attachment 7.1B) and s 5.10 & 5.11A Local Government Act 1995 appoints (4 positions): <ul style="list-style-type: none"> • Councillor Gilmore as a member of the Infrastructure and Building Maintenance Committee • Councillor Dickinson as a member of the Infrastructure and Building Maintenance Committee • Councillor Praetz as a member of the Infrastructure and Building Maintenance Committee • Councillor Mason as a member of the Infrastructure and Building Maintenance Committee 	1. CEO	1. Noted (no action required)	1. Completed
270/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment and Delegation of the Chief Executive Officer Performance Review Occasional Committee (Attachment 7.1C) and s 5.10 & 5.11A Local Government Act 1995 appoints all Councillors to be members of the CEO Performance Review Occasional Committee.	1. CEO	1. Noted (no action required)	1. Completed
271/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment and Delegation of the Recreation Planning Advisory Committee (Attachment 7.2A) and s 5.10 & 5.11A Local Government Act 1995 appoints (2 positions): <ul style="list-style-type: none"> • Councillor Baker as a member of the Recreation Planning Advisory Committee. • Councillor Hardingham as a member of the Recreation Planning Advisory Committee. 	1. CEO	1. Noted (no action required)	1. Completed
272/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment and Delegation of the Rockview Land Management Advisory Committee (Attachment 7.2B) and s 5.10 & 5.11A Local Government Act 1995 (4 positions): <ul style="list-style-type: none"> • Councillor Hickey as a member of the Rockview Land Management Advisory Committee. • Councillor Mason as a member of the Rockview Land Management Advisory Committee. • Councillor Praetz as a member of the Rockview Land Management Advisory Committee. • Councillor Dickinson as a member of the Rockview Land Management Advisory Committee. 	1. CEO	1. Noted (no action required)	1. Completed

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273/2017 11/12/2017	That Council, in accordance with the Instrument of Appointment and Delegation of the Corrigin Bush Fire Advisory Committee (Attachment 7.2C) and s 5.10 & 5.11A Local Government Act 1995 appoints (1 additional position if sought): <ul style="list-style-type: none"> • Councillor Gilmore as a member of the Corrigin Bush Fire Advisory Committee. 	1. CEO	1. Noted (no action required)	1. Completed
274/2017 11/12/2017	Corrigin Tidy Towns Committee (1 position) <ul style="list-style-type: none"> • Councillor Mason to represent Council on the Corrigin Tidy Towns Committee. Central Agcare Financial & Family Counselling (1 Position) <ul style="list-style-type: none"> • Councillor Mason to represent Council on the Central Agcare Financial & Family Counselling. Roe Tourism Association (1 position) <ul style="list-style-type: none"> • Councillor Mason to represent Council on the Council on the Roe Tourism Association. • Proxy – Cr Hardingham 	1. CEO	1. Noted (Committees to be advised)	1. Completed
276/2017 11/12/2017	That Council with respect to the appointment of a Chief Executive Officer: <ol style="list-style-type: none"> 1. Pursuant to s5.36 (2)(a) of the Local Government Act 1995 ('Act'), that Council believes that Natalie Anita Manton is suitably qualified for the position of the Chief Executive Officer; and 2. Pursuant to s5.39 (2)(b) of the Act, appoints Natalie Anita Manton for a period of three (3) years to the position of Chief Executive Officer with the Shire of Corrigin commencing 6 March 2018 and concluding 5 March 2021; and 3. Pursuant to s5.36 (2)(a) of the Act, 18B and 18F of the Local Government (Administration) Regulations 1996 is satisfied with the provisions of the employment contract to be entered with Natalie Anita Manton and a total reward package of \$133,775; and 4. Acknowledges and consents to Natalie Anita Manton accepting the role of Chief Executive Officer with the Shire of Corrigin whilst having a financial interest in Colorado Enterprises Pty Ltd trading as Colorado Farms and associated discretionary trusts, all subject to Cl 3.2 of the Contract; and 5. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Corrigin. 	1. Council 2. Council 3. Council 4. Council 5. President/CEO	1. Noted 2. Noted 3. Noted 4. Noted 5. Sealing/signing required	1. Completed 2. Completed 3. Completed 4. Completed 5. Completed

OFFICER'S RECOMMENDATION

That Council accept the report outlining the actions performed under delegated authority for the period 1 November 2017 to 30 November 2017 and receive the Status Report as at 14 December 2017.

8.2.2. GENERAL COMPLIANCE REPORTING FOR THE MONTH OF NOVEMBER 2017

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 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 November 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 November 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 November 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 November 2017 as provided in **Attachment 8.2.2.***

8.2.3. ORDINARY MEETINGS AND AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS DATES - 2018

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	GOV 0024
Attachment Reference:	N/A

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary meetings and Audit and Risk Management Committee meetings for 2018.

BACKGROUND

Currently Council holds Ordinary meetings on the third Tuesday of each month with a starting time of 3pm. Audit and Risk Management Committee meetings are held four times a year and normally commence at 11am.

COMMENT

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* requires the local government to give local public notice of the dates, time and place of meetings at least once a year.

Ordinary meetings and Audit and Risk Management Committee meetings are reflected in Regulation 12(1) and their dates need to be determined and advertised. The following dates for the 2018 Calendar year are recommended (note: Council does not normally meet in January):

Ordinary Meeting dates

20 February 2018
20 March 2018
17 April 2018
15 May 2018
19 June 2018
17 July 2018
21 August 2018
18 September 2018
16 October 2018
20 November 2018
18 December 2018

Audit and Risk Management Committee Meeting

20 March 2018
19 June 2018
18 September 2018
18 December 2018

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

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

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

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

POLICY IMPLICATIONS

Council Policy 3.1 Notice of Ordinary Meetings.

FINANCIAL IMPLICATIONS

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

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:

1. *Adopt the following schedule for Ordinary meetings of Council from February 2018 to December 2018 commencing at 3pm in the Shire Council Chambers, 9 Lynch Street, Corrigin:*
 - 20 February 2018
 - 20 March 2018
 - 17 April 2018
 - 15 May 2018
 - 19 June 2018
 - 17 July 2018
 - 21 August 2018
 - 18 September 2018
 - 16 October 2018
 - 20 November 2018
 - 18 December 2018
2. *Adopt the following schedule for Audit and Risk Management Committee meetings for 2018 commencing at 11.00am in the Shire Council Chambers, 9 Lynch Street, Corrigin:*
 - 20 March 2018
 - 19 June 2018
 - 18 September 2018
 - 18 December 2018
3. *Request the Chief Executive Officer to give local public notice of the Ordinary meetings of Council and Audit and Risk Management Committee meetings for 2018 as provided above.*

8.2.4. APPOINTMENT OF CHIEF EXECUTIVE OFFICER (ACTING)

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	DAYM T
Attachment Reference:	N/A

SUMMARY

Council is requested to appoint a Chief Executive Officer (Acting) until the new Chief Executive Officer (CEO) commences in March 2018.

BACKGROUND

The CEO Mr Rob Paull has resigned effective Friday 5 January 2018, however he will be on leave from Thursday 4 January 2018. Council has appointed Natalie Manton as CEO commencing in the position 6 March 2018.

The President, Cr Lynette Baker has been in discussions with Deputy CEO, Ms Taryn Dayman and Mr Gary Martin about acting in the CEO position in the interim between the departure of Mr Paull and the commencement of Natalie Manton.

Miss Dayman has acted in the role of CEO (Acting) previously and is well qualified for the position. Mr Martin is a very experienced and well respected local government professional and performed CEO (Acting) for the Shire of Corrigin prior to Mr Paull's commencement in 2015. He is also well qualified for the position.

COMMENT

Both Miss Dayman and Mr Martin are considered to be suitably qualified and experienced to take on the role of CEO (Acting). It is considered appropriate to appoint Ms Dayman for much of January 2018 through to early February 2018 as this is traditionally the 'quieter' operational period for the Shire. For the longer period until the new CEO commences, it is considered appropriate to Mr Gary Martin.

It is recommended that Council:

- Appoint Ms Taryn Dayman to the position of CEO (Acting) for a period commencing 4 January 2018 until 4 February 2018.

- Appoint Mr Gary Martin to the position of CEO (Acting) for a period commencing 5 February 2018 until 5 March 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 5.36 of the *Local Government Act 1995* requires that a local government is to employ a person to be the CEO of the local government.

Section 5.36(2) of the Act states that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budgeted costs associated with the employment of an CEO (Acting) as part of the recruitment and selection process of a new CEO.

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 REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION 1

That Council:

- 1. pursuant to Section 5.36(2) of the Local Government Act 1995 considers Miss Taryn Dayman suitably qualified and experienced to take on the role of CEO (Acting); and*
- 2. appoint Miss Taryn Dayman to the position of Chief Executive Officer (Acting) for the period 4 January 2018 until 4 February 2018.*

OFFICER'S RECOMMENDATION 2

That Council:

- 1. pursuant to Section 5.36(2) of the Local Government Act 1995 considers Mr Gary Martin suitably qualified and experienced to take on the role of CEO (Acting); and*
- 2. appoint Mr Gary Martin to the position of Chief Executive Officer (Acting) for the period 5 February 2018 until 5 March 2018.*

8.2.5. SHIRE OF BROOKTON DRAFT LOCAL PLANNING SCHEME NO. 4 – OPPORTUNITY TO COMMENT

Applicant:	Shire of Brookton
Location:	Shire of Brookton
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	LUP005
Attachment Reference:	N/A

SUMMARY

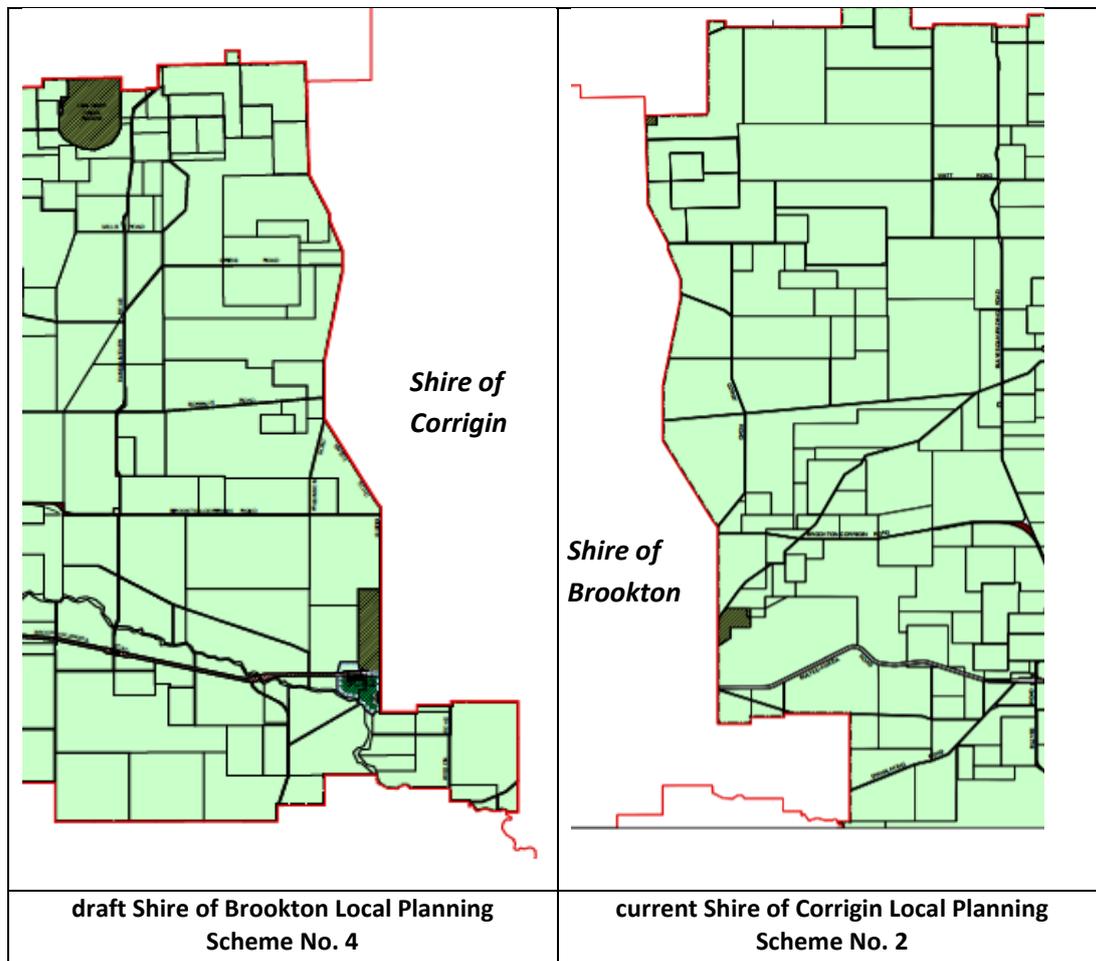
Council is requested to consider whether it wishes to provide comment in relation to the draft Shire of Brookton Local Planning Scheme No. 4 (BLPS4).

BACKGROUND

The Shire of Brookton shares the Shire of Corrigin’s western boundary. The Shire of Brookton is presently reviewing its Town Planning Scheme and has prepared a draft BLPS 4 .The Shire of Brookton is seeking any comments that the Shire of Corrigin may wish to offer with respect to draft LPS 4. The closing date for submissions is 4.00 pm Wednesday 31st January, 2018.

COMMENT

Any impact on the Shire of Corrigin in relation to the BLPS4 would arise from incompatible zoning along the border with the current Shire of Corrigin Local Planning Scheme No. 2 (CLPS2). Both the draft BLPS No. 4 and CLPS2 have rural zoning (light green) and open space reserves (dark green):



Importantly, the zoning provisions of draft BLPS4 and CLPS 2 are very similar and should not result in any obvious conflict. In this regard, it is recommended that Council thank the Shire of Brookton for referring their draft BLPS4 for consideration and advise that it does not wish to make a submission.

STATUTORY ENVIRONMENT

Planning & Development Act 2005

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 thank the Shire of Brookton for referring their draft Shire of Brookton Local Planning Scheme No. 4 (BLPS4) for consideration and advise that it does not wish to make a submission in relation to BLPS4.

**8.2.6. SUBDIVISION APPLICATION WAPC NO: 155951 - LOT NO'S 201 & 4 WALTON STREET
CORRIGIN**

Applicant:	Peter Gow on behalf of Landmark Operations Pty Ltd
Location:	Lot No's 201 and 4 Walton Street Corrigin
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	A 1047
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 & 4 Walton Street Corrigin. The purpose of the application is to amalgamate Lots 201 and 4 to remedy the encroachment of an existing building. The proposed 'subdivision' will create no new building entitlements.

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.

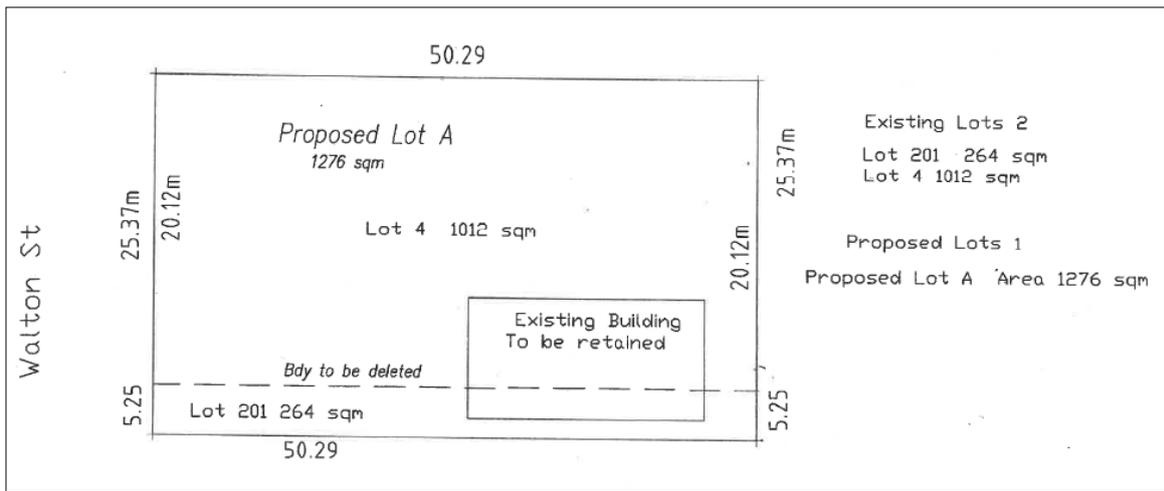
The Department assesses the application, recommending to the WAPC that the application be refused or approved with or without conditions (using the Model Subdivisions Schedule as a basis for the condition setting). In accordance with s 145 of the *Planning and Development Act 2005* an approval may be 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 are 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.

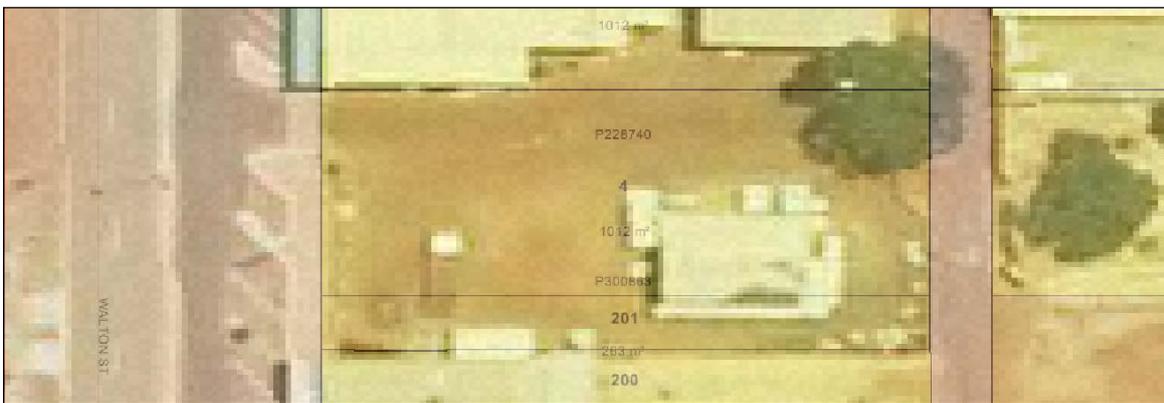
COMMENT

Subdivision Application WAPC 155951

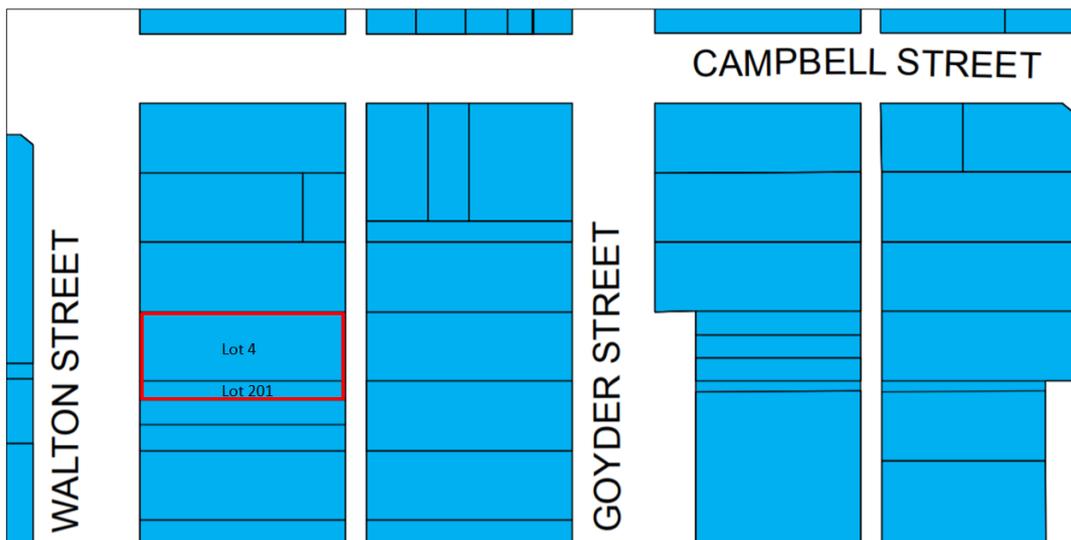
Subdivision Application WAPC 155951 seeks to consolidate two lots (classified as 'subdivision').



As noted on the subdivision plan, the purpose of the application is to amalgamate Lots 201 and 4 to remedy the encroachment of an existing building.



The proposed 'subdivision' will create no new building entitlements. The land is zoned 'Commercial' (shown as blue' on the following zone map) 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—

(b) Commercial Zone

- (i) To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/ restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;*
- (ii) To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;*
- (iii) To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and*
- (iv) To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.”*

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. 155951 from Peter Gow on behalf of Landmark Operations Pty Ltd for Lot No's 201 and 4 Walton Street Corrigin and does not seek to impose any conditions.*
- 2. Request the Chief Executive Officer to advise the WAPC of 1. above and provide the WAPC with a copy of the Shire report.*

8.2.7. WASTE MANAGEMENT – 2018 CONTRACT RENEWAL – ROE ROC SHIRES

Applicant:	Shire of Corrigin and RoeROC Shires
Location:	N/A
Date:	19 December 2017
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	WM 0013
Attachment Reference:	N/A

SUMMARY

Roe ROC's contract with Avon Waste expires 30th June 2018. The RoeROC Chief Executive Officers (CEO) are seeking means to ensure the continuation of a quality rubbish removal service at the most cost competitive rate for the RoeROC Council's.

BACKGROUND

Roe ROC's contract with Avon Waste expires 30th June 2018. RoeROC CEO's met on the 29th September and again on 8th December 2017 with the following issues addressed:

- The Contract with Avon Waste ends on 30 June 2018 (although Avon Waste has questioned the accuracy of the date). It is agreed that CEO Rob Paull is to formally advise Avon of contract end date.
- WALGA staff (Waste and Procurement) attended a meeting with RoeROC CEO's on 29th September 2017 to explain the process of the WALGA Waste Procurement through 'equotes'. A clear outline of current market trends and available services in the marketplace was also provided.
- RoeROC CEO's agreed that 'equotes' Request for Quote (RFQ) may be the initial preferred process to test the marketplace early to see if other suppliers are interested in services beyond metro region.
- RoeROC CEO's considered that an 'in-house' estimate on current service costs from the current contract with Avon Waste be undertaken. In this regard, the Shire of Kulin prepared the in-house data which confirmed the perceptions that there was likely to be significant scope to improve pricing for either an in-house bid or market 'equotes'.
- WALGA has a standard contract for Waste collection and disposal. The RoeROC CEO's have agreed that this would be a more comprehensive contract than the current (expiring) contract currently used by RoeROC and therefore, any new contract should be aligned to WALGA template or similar.
- The Western Australian government's forthcoming 'Container Deposit Scheme' will impact on future treatment of recycled materials and container deposits and is expected to start on 1 January 2019. Depending on the details of the Scheme, this could potentially be a significant income stream. RoeROC CEO's agreed that any future contract should have a "review clause" in relation to recycling so as to enable re-assessment of whatever scheme provides.

COMMENT

There are a number of approaches as how to proceed with the preparation of specifications and scope of contract, calling of tenders or *equotes* and final awarding of the contract and timings. As Avon Waste is a preferred supplier with WALGA's (along with many other suppliers) *equotes* was seen as a very speedy and efficient mean to seek a tender price on the contract scope. WALGA (Waste and Procurement staff) will assist RoeROC prepare the scope, tender details and contract draft.

It is proposed to:

- proceed with WALGA's assistance and prepare scope of tender, Request for Quote (RFQ) and 'equotes' for January 2018 (Shire of Narembeen to complete);

- on basis of the 'equotes' results, RoeROC CEO's will determine/consider if in house service (from within the four RoeROC Shires) is feasible, realistic or wanted (anticipated to be undertaken in February/March 2018);
- recall 'equotes' /tenders (if required) on the basis of revised scope or changes to contract. Knowledge of how tenderers responded on first occasion will allow refinement of scope and needs, or allow contract/service delivery negotiation with selected panel suppliers;
- Award tender end April 2018;
- Contract signed soon after awarding – transitioning arrangements commence soon thereafter; and
- New service/contract commences 1 July 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless sub-regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

POLICY IMPLICATIONS

Policy 2.10 PURCHASING POLICY

FINANCIAL IMPLICATIONS

There are no significant direct financial implications for the item before Council. However, the end result is a desire to ensure the continuation of a quality rubbish removal service at the most cost competitive rate is achieved. It is anticipated that a further report to Council in early 2018 will result from considering 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.
Strategic Community Plan		Corporate Business Plan	

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 19 December 2017*

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

1. *Note the information, direction and timeframes provided in the Report.*

2. *Note that the process to ensure the continuation of a quality rubbish removal service at the most cost competitive rate will now commence with:*
 - (i) *The Chief Executive Officer (CEO) from the Shire of Narembeen on behalf of the RoeROC Council's will prepare a Request for Quotation (RFQ) with WALGA's 'equotes' and circulate the draft RFQ to the RoeROC CEO's for comment prior to calling for the RFQ via 'equotes' in January 2018;*
 - (ii) *Correspondence to Avon Waste (as per contract) will be provided confirming:*
 - a) *the contract with Avon Waste ends on 30 June 2018;*
 - b) *advising of the anticipated contract renewal processes commence with the calling of 'equotes' in January 2018; and*
 - c) *inviting Avon Waste to submit tender/quote through 'equotes'.*

**8.2.8. RE-AFIRMATION OF MEMBER NOMINATION – WHEATBELT JOINT DEVELOPMENT
ASSESSMENT PANEL**

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 19 December 2017
Reporting Officer: Rob Paull, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: DBC 0002
Attachment Reference: N/A

SUMMARY

This report seeks Council's confirmation of the two (2) appointed members and two (2) alternate/proxy members for the Wheatbelt Development Assessment Panel (DAP) over the next three (3) years.

BACKGROUND

Under the DAP Regulations there are three categories of application, listed as follows:

1. Mandatory DAP Applications - these are Development Applications which must be determined by a DAP and cannot be determined by a Local Government or the Western Australian Planning Commission (WAPC). Mandatory applications for the Wheatbelt region must meet a threshold value of 7 million dollars.
2. "Opt-in" DAP applications – these are Development Applications where the applicant may choose to have the application determined by a DAP, or by the Local Government under the normal process. In order to be considered an "opt-in" application, the application must fit within the threshold of 3–7 million dollars. Additionally the DAP regulations allow Local Governments to delegate their powers to determine applications within the "opt-in" value range to their DAP. Where a Local Government has made a delegation to this effect, any applications within the "opt-in" value range will be processed as if they were mandatory DAP applications.
3. Excluded applications - under DAP regulations, Development Applications relating to the following classes of development are "excluded Development Applications" for the purpose of the DAP. These applications are therefore not determined by the DAP:
 - Construction of a single house;
 - Construction of less than 10 grouped dwellings or multiple dwellings;
 - Construction of carports, shade sails, outbuildings or sheds, etc;
 - Classes of development with a designated value of less than \$3m;
 - Development in an improvement scheme area;
 - Development by a Local Government or the WAPC. All DAP applications are still to be lodged and assessed by Shire Planning staff.

In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Development Assessment Panels) Regulations, 2011*, the following Councillors were nominated by Council in February 2017 and were appointed as Wheatbelt DAP members by the Minister for Planning over the next three (3) years:

Members

- 1. Councillor Hickey**
- 2. Councillor Baker**

Alternate Members

- 1. Councillor Mason**
- 2. Councillor Dickinson**

With the outcomes of the October 2017 Council Elections and the December 2017 Extra Ordinary Election, Council needs to re-affirm the two Shire DAP Members and two alternate DAP Members. Alternatively, Council can nominate new DAP Member/s.

COMMENT

As outlined above, Council is responsible for nominating four (4) Local Government representatives to sit on the Wheatbelt DAP.

DAP Member Obligations

- DAP members will be expected to prepare for, attend and participate in every DAP meeting held in relation to Shire DAP applications.

DAP Protocols

- A quorum for a DAP is currently the presiding member and any two DAP members that are in attendance (irrespective of whether they are a specialist member and a local government member).
- Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote.
- In the event that a permanent local government DAP member cannot attend a meeting, that member would be replaced by an alternate local government member.
- Alternate specialist members cannot replace local government DAP members and vice versa.
- All DAP meetings are also required to be open to the public.
- All DAP members are required to abide by specified rules of conduct. These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in the *Planning and Development Act 2005* and *Local Government Act 1995*. The Minister for Planning can remove a DAP member for breaching the code of conduct.

STATUTORY ENVIRONMENT

DAPs have been formed under Part 11A of the *Planning and Development Act, 2005* with their functions prescribed and regulated under the Planning and Development (Development Assessment Panels) Regulations, 2011. In this regard the Council is required by these Regulations to nominate four (4) Elected Members for consideration of appointment by the Minister for Planning to the Wheatbelt DAP.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings, unless they fall within a class of persons excluded from payment.

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. *Re-affirms the following Councillors as local members on the Metropolitan Central Joint Development Assessment Panel (DAP), for the DAP term expiring on 26 April 2020:*
 - (a) Councillor Hickey; and*
 - (b) Councillor Baker.*

2. *Re-affirms the following Councillors as alternate (deputy) members on the Wheatbelt Joint Development Assessment Panel (DAP) in the event that a local member is unavailable for a meeting, for the DAP term expiring on 26 April 2020:*
 - (a) Councillor Mason; and*
 - (b) Councillor Dickinson.*

8.3. WORKS AND GENERAL PURPOSES REPORTS

9 NOTICE OF MOTIONS FOR THE NEXT MEETING

10 CHIEF EXECUTIVE OFFICER'S REPORT

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 20 February 2018 (to be confirmed) at 9 Lynch Street Corrigin commencing at 3pm.

17 MEETING CLOSURE