

1. DECLARATION OF OPENING

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3. PUBLIC QUESTION TIME

4. OBITUARIES

5. GUEST SPEAKERS

6. DECLARATIONS OF INTEREST

7. CONFIRMATION OF MINUTES

- 7.1. MINUTES OF THE ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

8. BUSINESS ARISING FROM THE MINUTES

9. MINUTES OF COMMITTEES

- 9.1. WALGA STATE COUNCIL SUMMARY MINUTES – WEDNESDAY 3 DECEMBER 2014

- 9.2. WALGA CENTRAL COUNTRY ZONE MINUTES – FRIDAY 28 NOVEMBER 2014

- 9.3. SHIRE OF CORRIGIN RECREATION PLANNING COMMITTEE MINUTES – MONDAY 8 DECEMBER 2014

THAT THE MINUTES OF THE SHIRE OF CORRIGIN RECREATION PLANNING COMMITTEE MEETING HELD ON MONDAY 8 DECEMBER 2014 BE RECEIVED.

10. MATTERS REQUIRING A COUNCIL DECISION

- 10.1. CORPORATE & COMMUNITY SERVICES REPORTS

- 10.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE – NOVEMBER 2014

- 10.1.2. ACCOUNTS FOR PAYMENT – NOVEMBER 2014

- 10.1.3. MONTHLY FINANCIAL REPORT – NOVEMBER 2014

- 10.1.4. SMALL BUSINESS CENTRE EASTERN WHEATBELT

- 10.1.5. CORRIGIN RECREATION AND EVENTS CENTRE

- 10.1.6. CHIEF EXECUTIVE OFFICER'S REVIEW OF SYSTEMS REGARDING RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

- 10.1.7. CORPORATE RISK REGISTER

- 10.1.8. APPOINTMENT OF ACTING CEO

- 10.2. GOVERNANCE & COMPLIANCE REPORTS

- 10.2.1. CDHS – MEMORANDUM OF UNDERSTANDING

10.2.2. SUBDIVISION APPLICATION – LOT 1, 21963 & 26 POULTNEY ROAD, CORRIGIN

10.2.3. DISABILITY ACCESS AND INCLUSION PLAN

10.2.4. LOCAL GOVERNMENT CLIMATE CHANGE DECLARATION

10.2.5. PURCHASE OF RESERVE 26073, LOT 391 LARKE CRESCENT

10.2.6. PLANNING APPLICATION – PROPOSED CHANGE OF USE FROM ‘SHOP’ TO
‘RESTAURANT’ (USE NOT LISTED)

10.2.7. ENVIRONMENTAL HEALTH SERVICES UPDATE

10.3. WORKS AND GENERAL PURPOSE REPORTS

11. NOTICE OF MOTIONS

12. NOTICE OF MOTIONS FOR THE NEXT MEETING

13. CHIEF EXECUTIVE OFFICER’S REPORT

14. PRESIDENT’S REPORT

15. COUNCILLORS’ REPORTS

16. URGENT BUSINESS

17. INFORMATION BULLETIN

18. WALGA AND CENTRAL ZONE MOTIONS

19. MEETING CLOSURE

Tuesday 16 December 2014

1. DECLARATION OF OPENING

The Chairperson Cr Lynette Baker opened the meeting at 3.01pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President

L Baker
D L Hickey
M A Weguelin
N B Talbot
J A Mason
M B Dickinson
T J Pridham
J P Murphy
T L Dayman
H V Talbot
D J Whitehead

Chief Executive Officer

Executive Manager, Corporate & Community Services

Executive Manager, Governance & Compliance

Governance Executive Officer

3. PUBLIC QUESTION TIME

There were no members of the public present

4. OBITUARIES

There are no obituaries.

5. GUEST SPEAKERS

There were no guest speakers.

6. DECLARATIONS OF INTEREST

There were no declarations of interest

7. CONFIRMATION OF MINUTES

7.1. Minutes of the Ordinary Meeting of Council – 18 November 2014

(8441) Moved Crs Hickey & Mason

That the minutes of the Ordinary Meeting of Council held on Tuesday 18 November be confirmed as a true and correct record.

Carried 7/0

8. BUSINESS ARISING FROM THE MINUTES

9. MINUTES OF COMMITTEES

9.1. WALGA State Council Summary Minutes – Wednesday 3 December 2014

(8442) Moved Crs Hickey & Dickinson

That the minutes of the WALGA State Council Summary Minutes meeting held on Wednesday 3 December 2014 be received.

Carried 7/0

9.2. WALGA Central Country Zone Minutes – Friday 28 November 2014

(8443) Moved Crs Weguelin & Mason

That the minutes of the WALGA Central Country Zone meeting held on Friday 28 November 2014 be received.

Carried 7/0

9.3. Shire of Corrigin Recreation Planning Committee Minutes – Monday 8 December 2014

(8444) Moved Crs Mason & Hickey

That the minutes of the Shire of Corrigin Recreation Planning Committee meeting held on Monday 8 December 2014 be received.

Carried 7/0

Tuesday 16 December 2014

10. MATTERS REQUIRING A COUNCIL DECISION

10.1. Corporate & Community Services Reports

10.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE – NOVEMBER 2014

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	16 December 2014
Reporting Officer:	Emily Hewett, Assistant CRC Coordinator
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008

COMMENT

1. COMMUNITY EVENTS and NEWS - November 2014:

- (Windmill Newspaper; CRC Website; CRC Facebook Page, Notice Boards / Shops, E'Newsletter)
- "End of Year Street Party" @ Campbell Street 19/12/14
 - "Woman's Health Matters" Westlink Broadcast @ CRC 28/11/14
 - "2014-2016 Discount Directory" Now available for WA Seniors Card Holders
 - CRC Closure Dates

2. COMMUNITY ECONOMIC, BUSINESS and SOCIAL DEVELOPMENT November 2014:

Description	Numbers	Room	Govt. Hot Office Booking (HO) / Commercial Booking (C)
Corrigin Movie Club OCT - "Sunshine on the Leith"	9 people	Conference Room	n/a
Forklift Operator's Course	21 people	Conference Room	C
HolyOake – Drug & Alcohol Support/Referrals	4 people	Professional Office	C
Forrest Personnel – Employment/Referrals	4 people	Professional Office	C
Skill Hire – Employment /Referrals	12 people	Professional Office	C
Employment Plus- Employment / Referrals	7 people	Professional Room	C
Women's Health Matters - Westlink	3 People	Video Conference Room	n/a
Community Services – CRC Team Meeting	3 people	Professionals Office	n/a
Senior's Movie Marathon-Strictly Ballroom & Mamma Mia	21 people	Video Conference Room	n/a
Create a Phonebook In A Day	10 people	Computer Room	n/a
Exam Supervision (CPA)	3 people	Video Conference Room	C

Tuesday 16 December 2014

3. CORRIGIN CRC – PROJECTS

Corrigin District High School

-Printing and collating of x57 'Corrigin Capers' Books for C.D.H.S

Cyril Box Pavilion Project

'Cyril Box Pavilion' Commemorative Photo Books (utilising photographs gathered from community).

2 x Photo Books – order received from Momento 22/10/2014.

Presentation of Photo Book to Cyril Box family (*Joan Thomas*) - Date TBC.

Records Management System

Corrigin CRC files currently being allocated 'Key Words for Council', in preparation to integrate with Shire Records Management System (*est. to be in place by December 2014*).

Wireless Merchant Device (EFTPOS)

-Completed NAB Application for new Wireless Merchant Device (EFTPOS Machine) for use at CRC counter.

Application submitted 03/09/2014. *Awaiting advice from NAB*

WBN "Think Local First" Campaign

- CRC agreed to assist with WBN "Think Local First" Campaign in Corrigin for 6 week period leading up to Christmas. *Received 'Corrigin Think Local' Sign 8/12/14.*

Grant Funding

- AWARE PROGRAM (WA Emergency Management - administered by SEMC Secretariat).

Shire of Corrigin Application submitted 28/08/2014 for "Corrigin Emergency Ready Kits x 200". *Application Unsuccessful.*

LOTTERYWEST "Information, Technology & Web" Grant.

Grant Application Submitted 03/12/14.

Awaiting Outcome

CANWA "Community Arts Project" Funding. Information has been obtained for upgrade project of Corrigin Town Entry Statements with assistance from community & Tidy Towns Committee. *CRC made contact with local artist 'Steve's Tin Art' for facilitation of community art workshops. Steve advised us that he was unavailable due to personal reasons to be able to offer Workshops.*

2015 THANK A VOLUNTEER – Shire of Corrigin Application submitted 30/7/14.

Application Unsuccessful.

BIKEWEEK 2015 – Awaiting release of '2015 Cycle Instead' Funding Applications available through Dept. of Transport. *Grant Application Submitted 18/11/14.*

Awaiting Outcome.

Tuesday 16 December 2014

4. CORRIGIN CRC – PARTNERSHIPS

Department of Regional Development & Lands (DRD)

2014-2017 Service Agreement Contract – \$99,334pa (excl. GST)

- Applied to DRD for '\$10 000 Transitional Payment' to cover 2nd CRC Trainee instalment (Jan-Jun 2014 period).

Department of Human Services (DHS) - Centrelink/Medicare/Child Support

2014-2015 DHS Access Point Plus Contract - \$4,069pa (excl. GST)

- DHS "Self Service Terminal" for clients Online Reporting - *installed at Corrigin CRC Access Point on 09/10/14 using Wireless internet connection.*

- New DHS Fax/Copy Machine - *installed at Corrigin CRC Access Point on 09/10/14*

- New DHS Modem – *to be installed at Corrigin CRC Access Point on 10/12/14*

Australian Taxation Office (ATO)

2014-2015 ATO Regional & Remote Programme Contract - \$1,600pa (excl. GST)

ATO Monthly Report submitted online 03/12/14

Department of Veterans Affairs (DVA)

2014-2015 DVA Service Agreement Contract - \$500pa (excl. GST)

Department of Social Services (DSS) - Broadband for Senior's (BFS) Programme.

DSS - BFS 'Letter of Offer' completed & sent 15/10/2014 (*for delivery of BFS Services for period 1 July – 30 Dec 2014*). Annual payment \$360 to assist CRC internet costs.

BFS Training Funding (\$2,000):

Adult Learning Webinars to be delivered at Corrigin CRC for "Seniors Connect" community initiative.

- The next Webinar will be delivered in the Jan-March Quarter

TR Homes

CRC Community Network Partner Programme

- \$4,000 paid upon CRC referral becoming a sale for TR Homes (*\$3,000 paid directly to CRC and \$1,000 paid directly to nominated community charity, organisation or association*). As of 1st May 2014 new referral fee structure.

CRC 'Pathways to Wave Rock' Audio Tour (Joint Project)

- Emily supplied Corrigin Audio Recordings to Narembeen CRC (project coordinator), for compilation and final production of Audio Tour. *Awaiting advice regarding project completion.*

ROE Tourism

2014 Meeting Dates:

February 17th 2014 @ Kondinin – *Emily Hewett & Terry Pridham attended*

April 21st 2014 @ Kulin - *Emily unable to attend due to CRC staff leave. Terry Pridham attended*

June 16th 2014 @ Lake Grace - *Emily unable to attend due to illness. Terry Pridham attended*

Tuesday 16 December 2014

August 18th 2014 @ Naremben – *Emily Hewett & Terry Pridham attended*

October 20th – AGM @ Quairading – *Emily unable to attend due to CRC staff leave. Terry Pridham attended*

December 15th @ Bruce Rock – *Emily Hewett & Terry Pridham attended*

5. CORRIGIN CRC Equipment, Fixtures & Fittings

Nil

6. CORRIGIN CRC Information & Communication Technology

Booking Management System

InfoExperts (*preferred WALGA supplier*) Quote obtained & trial version of online bookings system tested, as a future Shire Venue Bookings and Key Register System.

Approved awaiting Heather returning from Holidays to progress.

7. CORRIGIN CRC Professional Development and Training

Nil

8. CORRIGIN CRC Traineeship Programme

'Certificate IV in Business' EMILY HEWETT (*Part-Time: 18 months*)

Commencement Date: 12/02/2014 - Completion Date: 12/08/2015 RTO: *Boyup Brook CRC*

'Certificate II in Business' NATALIE JACKSON (*Part-Time: 18 months*)

Commencement Date: 03/09/2013 - Completion Due Date: 03/03/2015 RTO: *C.Y. O'Connor Institute - Narrogin*

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9. CORRIGIN CRC Monthly Usage - November 2014:					
CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES					
COMPUTER ROOM	MTHLY	YTD from July 14	HIRE	MTHLY	YTD from July 14
Internet Use	65	265	Room Hire (payments)	8	46
Computer Use	7	23	Data Projector Hire	1	5
Wireless Hotspot	3	16	Laptop Hire	0	2
SERVICES			Portable Projector Screen Hire	0	1
B&W Printing / Photocopies	33	203	Portable White Board Hire	0	1
Colour Printing / Photocopies	12	50	Engraver Hire	0	0
Photo Printing	1	15	NLIS Scanning Wand Hire	0	0
Laminating	5	22	BBQ Trailer Hire	0	3
Faxing	4	27			
Binding	1	6			
Secretarial Services	7	31	SALES		
Scanning	4	38	Phonebook Sales	18	188
Desktop Publishing	0	0	Moments in time	0	3
CD / DVD Burning	0	0	Tin Horse Highway Book	0	0
Computer Training (one-on-one)	0	0	Corrigin Book Sales	0	1
Phone Calls	1	3	Shire Polo Shirt Sales	0	1
FEES			Eco Bags	0	1
Corrigin CRC 2014 Membership	0	1	Corrigin Post Card Sales	0	27
Corrigin Movie Club (payments)	9	50	Corrigin Wrapping Paper Sale	0	21
Training Course (payments)	8	11	Hat Pins and Key Rings	0	0
University Exam Invigation	0	0	OTHER		
IP Video Conferencing	0	0	Sale of assets (PC's)	0	3
			Yearling Book Sales	0	0
<i>Monthly People through :</i>		190	CD/USB Sales	2	13
CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES' - November 2014:					
SERVICE	MTHLY	YTD from July 14	SERVICE	MTHLY	YTD from July 14
Human Services	54	251	Broadband for Seniors/Webinars	31	132
Phonebook Enquiries	2	24	General Enquiries (Face to Face)	71	416
Tourism	53	307	General (Email/Phone/Website)	141	742
Government Access Point	9	60	Corrigin Toy Library	5	50
Conferences/Training	87	622	TR Homes (Referrals)	2	3
Video Conference	6	12			
<i>Monthly People through :</i>		461			
TOTAL:	651		<i>(paying Customers and Customer Services provided for November 20</i>		

Tuesday 16 December 2014

CORRIGIN CRC - Annual Summary Report:													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2003-04	440*	440*	440*	440*	440*	440*	No stat	No stat	No stat	No stat	132	276	3048
2004-05	271	253	433	535	459	366	214	397	510	443	270	338	4489
2005-06	373	370	391	526	605	511	297	509	735	488	562	443	5810
2006-07	471	610	544	523	515	440	537	562	657	584	491	501	6435
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								
													67237

*Statistics taken from Old Telecentre Data (CWA Building location)

OFFICER'S RECOMMENDATION:

That Council receives the Corrigin CRC Report.

COUNCIL RESOLUTION

(8445) Moved Crs Weguelin & Talbot

That Council receives the Corrigin CRC Report.

Carried 7/0

Tuesday 16 December 2014

10.1.2. ACCOUNTS FOR PAYMENT – NOVEMBER 2014

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 December 2014
Reporting Officer:	Danika Atkinson, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036

BACKGROUND

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

COMMENT

The cheque and EFT payments that have been raised for the Council meeting and also during the month of November 2014 are attached.

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

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 2014/2015 Annual Budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse Cheques 19858 – 19880 and EFT payments in the Municipal Fund, totalling \$932,724.34, Cheques and EFT payments in the Trust Fund totalling \$988.15, and EFT payments in the Licensing Account totalling \$105,458.07; total payments for November \$1,039,170.56.

COUNCIL RESOLUTION

(8446) Moved Crs Mason & Hickey

That Council endorse Cheques 19858 – 19880 and EFT payments in the Municipal Fund, totalling \$932,724.34, Cheques and EFT payments in the Trust Fund totalling \$988.15, and EFT payments in the Licensing Account totalling \$105,458.07; total payments for November \$1,039,170.56.

Carried 7/0

Tuesday 16 December 2014

10.1.3. MONTHLY FINANCIAL REPORT – NOVEMBER 2014

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 December 2014
Reporting Officer:	Taryn Dayman, Executive Manager Corporate & Community Services
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036

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.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Monthly Statement of Financial Activity.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Statement of Financial Activity for the month ending 30 November 2014, as presented, and notes any material variances.

COUNCIL RESOLUTION

(8447) Moved Crs Hickey & Talbot

That Council adopts the Statement of Financial Activity for the month ending 30 November 2014, as presented, and notes any material variances.

Carried 7/0

Tuesday 16 December 2014

10.1.4. SMALL BUSINESS CENTRE EASTERN WHEATBELT

Applicant:	Small Business Centre Eastern Wheatbelt
Location:	Wheatbelt Region
Date:	8 December 2014
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	ED006

BACKGROUND

The Small Business Centre Eastern Wheatbelt (SBCEW) was established to facilitate business development and growth within the local community. The SBCEW is funded through the Small Business Development Corporation (SBDC) and Local and State Governments. SBCEW is managed by a Board with representation from each of the 8 participating local government areas (Brookton, Bruce Rock, Corrigin, Kondinin, Kulin, Narembeen, Quairading & Pingelly).

The Shire of Corrigin contributes to the current SBCEW through the provision of office space at the Old Corrigin Road Board, housing for the Manager and a cash contribution each year (generally \$5,000). The Shire also undertakes bookkeeping and accounting duties for the SBCEW.

The SBCEW currently has a contract to deliver services until the end of June 2015 after which a new Wheatbelt wide regional service will be put in place. It is unlikely that under the new model proposed by the SBDC of a Wheatbelt wide service that the SBCEW would be in a position to continue with its current service delivery arrangements.

The SBDC has indicated that the tender process for the new service model will be opened sometime in the early part of 2015. Tenderers for the new service will most likely be organisations that are already well equipped, resourced and well connected with small businesses and stakeholders. They will in some areas be Chambers of Commerce or larger organisations like KPMG (particularly in the city). These organisations have strong governance and high efficiency and tend not to be tied up in bureaucracy.

These organisations will also be asked to deliver services to a larger area – and not be restricted to Shire boundaries like the current SBCEW operation.

COMMENT

At a recent meeting the Board of the SBCEW considered the requirements for winding up the service and meeting its obligations to creditors and Staff. No formal decision has been made about the future of the SBCEW by the Board however it is unlikely that the service will continue beyond June 2015.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

Tuesday 16 December 2014

FINANCIAL IMPLICATIONS

Changes to expenditure for Council's financial support of the Small Business Centre Eastern Wheatbelt (SBCEW) depending on the future of service delivery funding from the Small Business Development Corporation (SBDC).

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Continues to support the Small Business Centre Eastern Wheatbelt under the current funding arrangements until June 2015; and*
- 2. Supports the winding up of the Small Business Centre Eastern Wheatbelt at the expiration of the current funding agreement with the Small Business Development Corporation.*

COUNCIL RESOLUTION

(8448) Moved Crs Weguelin & Pridham

That Council:

- 1. Continues to support the Small Business Centre Eastern Wheatbelt under the current funding arrangements until June 2015; and*
- 2. Supports the winding up of the Small Business Centre Eastern Wheatbelt at the expiration of the current funding agreement with the Small Business Development Corporation.*

Carried 7/0

Tuesday 16 December 2014

10.1.5. CORRIGIN RECREATION AND EVENTS CENTRE

Applicant:	Shire of Corrigin
Location:	Lot 620 Larke Cres Corrigin
Date:	9 December 2014
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CP0057

BACKGROUND

In June 2013 Council appointed Site Architecture Studio to undertake the design and contract management of the Corrigin Recreation & Events Centre (CREC) at the Corrigin Recreation Precinct (O'Shea Place). The Corrigin Recreation and Events Centre multi-purpose facility will replace the Cyril Box Pavilion which was constructed on the site in 1979.

A Schematic Design Report for the new facility was completed by Site Architecture Studio in September 2013. At the September 2013 Council meeting the recommendations contained within the report including the proposal to proceed to design development for stages 1 & 2 of the project were endorsed by Council.

In March 2014 Council gave development approval for the proposed Corrigin Recreation & Events Centre, multi-purpose community recreation facility.

The new facility will include 4x change rooms, function room, kitchen & bar, 1x squash court, 1x indoor sports court, storage rooms, office, and meeting rooms.

Demolition of the obsolete Cyril Box Pavilion was undertaken in May 2014 and site works commenced in readiness for handover to the construction contractor.

Following a public tender process Perkins Builders were appointed as construction contractors in July 2014. Construction of the new facility began in October 2014 and is expected to be completed in August 2015.

COMMENT

With the removal of the Cyril Box Pavilion from the site to facilitate the new Corrigin Recreation and Events Centre, Council may wish to consider recognition of the late Mr Cyril Box in the new facility. Mr Cyril Box is recognised for his community services as Secretary, Corrigin Roads Board 1935 – 1961 and Corrigin Shire Clerk 1961 – 1978 as well as his active contribution to sporting clubs and community groups through his lifetime.

The new building is expansive and will include a range of new sporting and community facilities. In order to maintain a link with Corrigin's history it may be appropriate to name the Function Room in the new Corrigin Recreation and Events Centre in memory of the late Mr Cyril Box.

STATUTORY ENVIRONMENT

Local Government Act 1995

Tuesday 16 December 2014

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council names the Function Room in the Corrigin Recreation and Events Centre the Cyril Box Function Room in memory of the community service of the late Mr Cyril Box.

COUNCIL RESOLUTION

(8449) Moved Crs Pridham & Talbot

That Council names the Function Room in the Corrigin Recreation and Events Centre the Cyril Box Function Room in memory of the community service of the late Mr Cyril Box.

Carried 7/0

Tuesday 16 December 2014

10.1.6. CHIEF EXECUTIVE OFFICER'S REVIEW OF SYSTEMS REGARDING RISK MANAGEMENT, INTERNAL CONTROL AND LEGISLATIVE COMPLIANCE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	2 December 2014
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CM0054

BACKGROUND

In accordance with the local Government (Audit) regulations 1996 a local government's Chief Executive Officer is to review at least once every two years, the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

The Local Government (Audit) Regulations 1996 prescribe the requirements for local governments in relation to the engagement of auditors, the annual compliance audit return and the functions of the audit committee.

Amendments to the Local Government (Audit) Regulations 1996 made in February 2013 extend the responsibilities of the Audit Committee and Chief Executive Officer of local governments in relation to the reviewing and reporting of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

Regulation 16 – Functions of Audit Committee

Regulations 16(a) and 16(b) in relation to the Audit Committee providing assistance to the local government remained unchanged. A new section 16(c) was inserted and states as follows:

"16 Audit Committee, functions of An Audit Committee –

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –

- (i) report to the council the results of that review; and*
- (ii) give a copy of the CEO's report to the council."*

Regulation 17 – CEO to review certain systems and procedures

A new regulation 17 has been inserted and states as follows:

"17 CEO to review certain systems and procedures

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

- (a) risk management;*
- (b) internal controls;*
- (c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

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

This report provides the results of the Chief Executive Officer's review.

Tuesday 16 December 2014

The Chief Executive Officer has reviewed the Shire of Corrigin's systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective. The details of the review are outlined below:

Risk Management Framework

The Shire adopted a Risk Management Framework in October 2014. The framework was endorsed by Council at its meeting 21 October 2014. The framework describes the principles of risk management and details the roles and responsibilities of risk management from the Audit Committee to individual employees. The framework includes a risk level matrix and criteria for assessing risks in terms of likelihood and consequences.

Risk Management Policy

The Shire developed a Risk Management Policy which states the objectives for, and commitment to, risk management. The policy is designed to align with this and make a statement on the Shire's objectives, approach and commitment to effective risk management across all its operations. The policy includes the following statement:

"It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance. Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process."

The policy was adopted by Council at its meeting held on 21 October 2014.

Corporate Risk Register

The Shire has developed a Corporate Risk Register which captures risks that may prevent the achievement of the Shire's key strategic objectives and major systems and projects. The register includes financial and non-financial systems and helps ensure compliance with key legislation, details key current controls and identifies new controls to reduce risks. The register is an important element of risk management that assists the Shire in capturing and recording risks that threaten the major systems and the delivery of major projects.

The register will be presented to the Audit Committee at its meeting on 16 December 2014. The register is continually monitored by the Executive Management Team and updated on a quarterly basis to ensure agreed actions are implemented and that new and emerging risks are captured. The Chief Executive Officer will provide updates on the Corporate Risk Register to the Audit Committee on an annual basis.

Business Continuity Plan

The Shire has identified the need to develop a Business Continuity Plan in the Shire's Corporate Risk Register by July 2015. The plan will be an important component of the Shire's overall management of risk and to increase the Shire's recovery capabilities ensuring decisions are made quickly minimising financial, environmental and reputational impacts.

Purchasing Policy

The Shire Purchasing Policy which was adopted by Council at its meeting held on 20 February 2007. The policy establishes the Shire's purchasing protocols and sets the following objectives:

"The Shire of Corrigin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- *Provides the Shire of Corrigin with a more effective way of purchasing goods and services.*
- *Ensures that purchasing transactions are carried out in a fair and equitable manner.*
- *Strengthens integrity and confidence in the purchasing system.*
- *Ensures that the Shire of Corrigin receives value for money in its purchasing.*
- *Ensures the Shire of Corrigin is compliant with all regulatory obligations.*
- *Promotes effective governance and definition of roles and responsibilities.*
- *Uphold respect from the public and industry for the Shire of Corrigin's purchasing practices that withstand probity. "*

The Shire has identified the need to review the policy to ensure its relevance and that the policy reflects the Shire's ongoing commitment to risk management principles, systems and processes.

Compliance Calendar

A Compliance Calendar has been developed which outlines the Shire's obligations for statutory reporting, legislative compliance or formal submissions that are required under various legislative provisions. This was endorsed by the Chief Executive Officer in November 2014 and progress will be reported to the Chief Executive Officer on a monthly basis.

Compliance Audit Return

The Shire continues to complete the annual Compliance Audit Return and return it to the Department of Local Government and Communities by the required deadline. The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance.

Audit Services

As required by section 7.2 of the Local Government Act 1995, the Shire appointed AMD Chartered Accountants for a three year period ending 30 June 2015 to audit its accounts and annual financial report. AMD is a well-established audit firm with significant industry experience and the capacity to provide the services to the Shire.

Financial Management Review

A four yearly review of financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, was undertaken by UHY Haines Norton Chartered Accountants in February 2012. The report concluded the following:

"Based on our work described in this report, nothing has come to our attention to indicate the Shire of Corrigin has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2011 to 29 February 2012."

The next financial management review is due to be undertaken in the 2015/16 financial year.

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COMMENT

Recent changes to the organisational structure and the allocation of Staff responsibilities are aimed at ensuring adequate resources and Staff time are allocated to risk management, internal controls and legislative compliance. The Shire continues to review and improve its systems to ensure effective monitoring of risk management programs, the maintenance of sound internal controls, and a focus on legislative compliance.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Ongoing review of policy and procedures to ensure appropriate systems are in place.

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives and notes the Chief Executive Officer's review (in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996) of the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

AUDIT COMMITTEE RECOMMENDATION

That Council receives and notes the Chief Executive Officer's review (in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996) of the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

COUNCIL RESOLUTION

(8450) Moved Crs Hickey & Dickinson

That Council receives and notes the Chief Executive Officer's review (in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996) of the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

Carried 7/0

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10.1.7. CORPORATE RISK REGISTER

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	11 December 2014
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CM0054

BACKGROUND

The Shire has developed a Corporate Risk Register which captures risks that may prevent the achievement of the Shire's key strategic objectives and major systems and projects. The register includes financial and non-financial systems and helps ensure compliance with key legislation, details key current controls and identifies new controls to reduce risks. The register is an important element of risk management that assists the Shire in capturing and recording risks that threaten the major systems and the delivery of major projects.

COMMENT

The register is continually monitored by the Executive Management Team and updated on a quarterly basis to ensure agreed actions are implemented and that new and emerging risks are captured. The Chief Executive Officer will provide updates on the Corporate Risk Register to the Audit Committee on an annual basis.

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

Shire of Corrigin Risk Management Policy and Risk Framework

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the Shire of Corrigin Corporate Risk Register.

AUDIT COMMITTEE RECOMMENDATION

That Council endorses the Shire of Corrigin Corporate Risk Register.

COUNCIL RESOLUTION

(8451) Moved Crs Weguelin & Mason

That Council endorses the Shire of Corrigin Corporate Risk Register.

Carried 7/0

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10.1.8. APPOINTMENT OF ACTING CEO

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	8 December 2014
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	DAYM T

BACKGROUND

The Chief Executive Officer Mr Julian Murphy is scheduled to take annual leave during January 2015.

Council's Executive Manager Corporate & Community Services, Miss Taryn Dayman is available to act in the CEO position for the period that the CEO will be on leave.

COMMENT

It is recommended that Council appoint Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budgeted costs associated with the employment of relief staff.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the month of January 2015.

COUNCIL RESOLUTION

(8452) Moved Crs Talbot & Mason

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the month of January 2015.

Carried 7/0

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10.2. Governance & Compliance Reports

10.2.1. CDHS – MEMORANDUM OF UNDERSTANDING

Applicant:	Shire of Corrigin
Location:	Lot 461 Camm Street, Corrigin
Date:	4 December 2014
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	CS 0002

BACKGROUND

Corrigin District High School teacher Mrs Jackie Jones has approached Council with the suggestion that the school utilise the vacant bushland at Lot 461 Camm Street as an outside classroom.

COMMENT

As this land is vacant land that Council does not currently utilise for any purpose it is suggested that there is no objection to the land being utilised by the school. To formalise the arrangement is suggested that a memorandum of Understanding (MOU) be entered into with the School to which will give some direction as to how the land is to be managed and each parties roles.

The attached draft MOU has been presented to the School Principal who is happy with the document and the school has provided the schedule of activities as an appendix to the MOU.

Whilst there is no set term of the agreement it will be reviewed by both parties at least every three years.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Endorses the MOU between the Shire of Corrigin and Corrigin District High School.*
2. *Authorises the CEO to execute the agreement on Council's behalf.*

COUNCIL RESOLUTION

(8453) Moved Crs Mason & Dickinson

That Council:

1. ***Endorses the MOU between the Shire of Corrigin and Corrigin District High School.***
2. ***Authorises the CEO to execute the agreement on Council's behalf.***

Carried 7/0

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10.2.2. SUBDIVISION APPLICATION – LOT 1, 21963 & 26 POULTNEY ROAD, CORRIGIN

Applicant:	Statewest Surveys on Behalf of Landowner Katan Pty Ltd
Location:	Lot 1, 21963, 26 Poultney Road, Corrigin
Date:	5 December 2014
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	A2124

BACKGROUND

Council has received notification from the WA Planning Commission (WAPC) of a proposed subdivision and amalgamation (Application No. 150971) of Lot 1, 21963 & 26 Poultney Road, Corrigin to create New Lots 31, 32 & 33.

COMMENT

The subdivision proposal is consistent with the Shire's current Town Planning scheme No. 2, specifically clause 7.4.4 entitled 'General Local Rural Policy'. As well as the WAPC's current Rural Subdivision Policy DC3.4 as this applies specifically to lot boundary rationalisation. As such there is no reason why Council can't support the application.

It is therefore recommending that Council unconditionally support the application and authorise the Shire Administration to advise the WAPC accordingly.

There is no need for the Shire to request the WAPC to impose any conditions on any approval it decides to grant as vehicle access, drainage, bush fire safety and essential service arrangements are all currently suitable.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council unconditionally supports the Application No. 150971 - Lot 1, 21963 & 26 Poultney Road, Corrigin and authorise the Shire Administration to advise the WAPC accordingly.

COUNCIL RESOLUTION

(8454) Moved Crs Hickey & Weguelin

That Council unconditionally supports the Application No. 150971 - Lot 1, 21963 & 26 Poultney Road, Corrigin and authorise the Shire Administration to advise the WAPC accordingly.

Carried 7/0

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10.2.3. DISABILITY ACCESS AND INCLUSION PLAN

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 December 2014
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	CP 0001

BACKGROUND

The Disability Services Act 1993, requires Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP). The legislation states that a public authority must conduct a review of the DAIP at least every five years.

Council adopted its first DAIP in June 2007 and as such it is overdue for a review. The legislation was amended in June 2013 and people with disabilities are now referred to as people with disability. An additional outcome was also added to the DAIP outcomes – Outcome 7 “People with disability have the same opportunities as other people to obtain and maintain employment with a public authority”.

These changes have been included in the new DAIP along with information on the progress Council has made since implementation of the 2007 to 2011 DAIP.

COMMENT

It is a requirement of the legislation that Council carry out public consultation when reviewing or implementing a new DAIP. The review of the DAIP was advertised in the Windmill and on Council’s website over a 4 week period ending 9 December. Direct emails were also sent to Corrigin District High School, Corrigin Hospital and Corrigin Senior Citizens Committee.

Both the School and Corrigin Hospital through the HACC Coordinator acknowledged the DAIP and comments from both reflected that they thought all improvements had already been included in the attached plan.

STATUTORY ENVIRONMENT

Disability Service Act 1993

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council adopts the Disability Access and Inclusion Plan 2014 to 2019.

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COUNCIL RESOLUTION

(8455) Moved Crs Weguelin & Hickey

That Council adopts the Disability Access and Inclusion Plan 2014 to 2019.

Carried 7/0

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10.2.4. LOCAL GOVERNMENT CLIMATE CHANGE DECLARATION

Applicant:	Western Australian Local Government Association (WALGA)
Location:	Shire of Corrigin
Date:	10 December 2014
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	EM 0018

BACKGROUND

WALGA has developed a "Local Government Climate Change Declaration". In September WALGA wrote to Council requesting to consider the Declaration and advise WALGA of its in principle support. The letter along with the link to the wording of the declaration was included for Councillors information in the November Information Bulletin.

Council requested that the item be brought to Council for consideration at the December meeting.

COMMENT

Over the past ten years local governments throughout Western Australia have made significant commitments to and investments in climate change action in both mitigation and adaptation areas. WALGA is aware that many local governments have policies, projects and officers dedicated to climate change management. Evidence suggests that climate change will continue to have a varied but significant effect on the Western Australian environment, society and economy, and the Local Government Sector.

To create a strong advocacy position for the local government sector, WALGA has developed a "Local Government Climate Change Declaration".

Currently, 33 Local Governments from across WA have signed the Declaration. The Association would like to encourage the Shire of Corrigin to become a Declaration signatory as it provides an opportunity for Local Governments to showcase their leadership on climate change management to the community.

A copy of the proposed wording is attached to this item.

STATUTORY ENVIRONMENT

There is no legislation relative to this issue.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council advise the Western Australian Local Government Association (WALGA) of its in principle support for the "Local Government Climate Change Declaration".

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COUNCIL RESOLUTION

***(8456) Moved Crs Hickey & Talbot
That the motion lie on the table.***

Carried 7/0

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10.2.5. PURCHASE OF RESERVE 26073, LOT 391 LARKE CRESCENT

Applicant:	Shire of Corrigin
Location:	Reserve 26073, being Lot 391 Larke Crescent, Corrigin
Date:	10 December 2014
Reporting Officer:	Heather Talbot, Executive Manager Governance and Compliance
Disclosure of Interest:	No interest to disclose
File Number:	A902

BACKGROUND

As part of the development of the new Corrigin Recreation and Events Centre at O'Shea place there is a requirement for Western Power to design and install a new electricity service for the new centre. The existing service provides power to both the facilities on the oval that are on Council's Freehold land (Lot 620) and also the Caravan Park and sports facilities located on Lot 391 (Crown Reserve 26073).

The Reserve has a number of improvements including the Corrigin Caravan Park, Ram Breeders Shed netball/basketball courts and the Agricultural Society storage shed. A plan of the area is attached.

Western Power will not provide a connection design until this situation is resolved as they will not allow a connection to provide for two separate parcels of land.

Council had the option of installing a new connection at the Caravan Park at a cost of \$15,000 or go through the process of purchasing the land and amalgamating with the existing freehold land at Lot 620.

COMMENT

Council has received an offer to purchase the land from the Department of Lands for \$36,363.64 exclusive of GST. Whilst there is no specific amount set aside in the Corrigin Recreation & Events Centre budget to purchase this parcel of land, there is sufficient contingency to do so.

The Shire will be responsible for:

- All associated costs for survey, re-zoning, stamp duty, head works and amalgamation fees or charges.
- Nominating a surveyor.
- Identification and relocation of any/all services impacted by the proposed amalgamation and associated costs.

Obtaining this parcel of land will resolve the issue of the existing power supply crossing the property boundary as well as give Council greater flexibility in managing the facilities current located on the Reserve.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.8 Expenditure not included in annual budget.

POLICY IMPLICATIONS

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

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FINANCIAL IMPLICATIONS

Expenditure to purchase land as part of the Recreation and Events Centre project not included in the annual budget.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Purchases Reserve 26073 being Lot 391 on Deposited Plan 206738 from the Government of Western Australia at a cost of \$36,363.64 exclusive of GST; and*
- 2. Amends the budget accordingly.*

COUNCIL RESOLUTION

(8457) Moved Crs Hickey & Mason

That Council:

- 1. Purchases Reserve 26073 being Lot 391 on Deposited Plan 206738 from the Government of Western Australia at a cost of \$36,363.64 exclusive of GST; and***
- 2. Amends the budget accordingly.***

Carried 7/0

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**10.2.6. PLANNING APPLICATION – PROPOSED CHANGE OF USE FROM ‘SHOP’ TO ‘RESTAURANT’
(USE NOT LISTED)**

Applicant:	Glenys Turner on behalf of Mr Michael Weguelin (Landowner)
Location:	Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin
Date:	8 December 2014
Reporting Officer:	Messrs Joe Douglas & Carlo Famiano Consultant Town Planners (Urban & Rural Perspectives)
Disclosure of Interest:	No interest to disclose
File Number:	A10529

BACKGROUND

This report recommends that the planning application submitted by Glenys Turner on behalf of Mr Michael Weguelin (Landowner) to change the current approved use of two (2) existing commercial tenancies on Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin from ‘shop’ to ‘restaurant’, including all proposed internal fit out works, be conditionally approved under delegated authority by the Shire’s Chief Executive Officer following completion of the current public advertising process subject to no valid objections being received by the Shire during advertising.

The applicant is seeking Council’s planning approval to change the current approved use of two (2) tenancies within an existing commercial development on Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin from ‘shop’ to ‘restaurant’ to allow for the establishment of a new cafe within including all associated internal fit-out works.

At its Ordinary Meeting held on 20 May 2014 Council resolved to approve a planning application to change the use of the adjoining commercial tenancy on the subject land from ‘fast food outlet’ to ‘shop’ to accommodate a takeaway liquor store.

The subject land is located centrally within the Corrigin townsite on the south-eastern corner of the intersection of Campbell and Goyder Streets. The land is rectangular in shape, comprises a total area of approximately 3,036m² and has direct frontage and access to Campbell Street along its northern boundary and Goyder Street along its western boundary (see Plans 1 & 2).

The subject land has been extensively developed and is currently used for commercial purposes including an IGA supermarket. The land contains a number of physical improvements associated with its current approved usage including a multi-tenancy single storey commercial building, storage sheds, vehicle access and loading areas and boundary fencing (see Plan 3).

Under the terms of the information and plans submitted in support of the application the following is proposed:

- i) Use of two (2) tenancies within the existing commercial building on the subject land for ‘restaurant’ purposes (i.e. a ‘cafe’) (see Plans 4 & 5);
- ii) Refurbishment of the existing building including various internal fit-out works within the two (2) tenancies proposed to be occupied and used for the intended purpose;
- iii) The cafe will comprise a total area of approximately 141m² with a public floor area of approximately 72m²;
- iv) The cafe is proposed to operate Monday to Thursday from 7.00am to 4.00pm, Friday from 7.00am to 7.30pm and Saturday from 8.00am to 12.00pm;
- v) The cafe will be operated by three (3) staff members;
- vi) The cafe will not serve alcoholic beverages;

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- vii) An alfresco dining area is proposed to be established on the existing footpath within the Campbell Street verge area abutting the subject land and will comprise three (3) tables and six (6) chairs;
- viii) No on-site car parking bays are proposed to be provided. The applicant has confirmed the existing on-street parking on Campbell Street is available for use by cafe patrons;
- ix) All service deliveries to the cafe will be on Wednesdays and Fridays with access to be provided via the rear of the premises; and
- x) The erection of advertising signage at the front of the cafe using signage from an existing cafe at another premise.

COMMENT

Current Zoning & Land Use Permissibility

Lots 81, 82 & 83 are classified 'Town Centre' zone under the Shire of Corrigin's current operative Town Planning Scheme No.2 (TPS No.2).

Council's stated objectives for the development and use of any land classified 'Town Centre' zone are as follows:

- a) *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.*
- b) *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.*
- c) *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.*
- d) *To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.*

Having regard for the various land use definitions contained in Appendix 1 of TPS No.2, it is concluded that the proposed use of portion of the subject land for cafe purposes is most appropriately classified as a 'restaurant'.

Under the terms of the Zoning Table in TPS No.2 the use of any land in the Scheme Area for the purpose of 'restaurant' is not specifically listed. As such the proposed use must be considered as a 'use not listed' and assessed in accordance with the provisions contained in Clause 3.2.4 of TPS No.2.

Clause 3.2.4 of TPS No.2 states that when considering an application proposing the development and/or use of any land for the purposes of a 'use not listed' in the Zoning Table Council may:

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

Clause 6.3 of TPS No.2 specifies that planning applications shall be advertised for public comment for a minimum period of twenty one (21) days.

Following a detailed assessment of the proposal, the reporting officers have formed the view that the proposed development and use of the subject land for 'restaurant' purposes is consistent with

the objectives of the land's current 'Town Centre' zoning classification in TPS No.2 and has scope to be approved by Council for the following reasons:

- i) It will replace a similar, previously approved use of the property (i.e. a fast food outlet);
- ii) It is unlikely to have any adverse impacts on the amenity, functionality and safety of the Corrigin town centre area;
- iii) It will provide safe pedestrian movement with access to an existing footpath network;
- iv) There is scope to ensure the provision of adequate on-site parking facilities;
- v) It will provide for the establishment of a new cafe within the Corrigin townsite which could be expected to have a number of worthwhile cultural and social benefits for the local community; and
- vi) It is complimentary to and will add to the variety of existing business activity within the Corrigin townsite and ensure the productive use of an existing vacant, underutilized commercial building.

In order to help expedite processing of the application the Shire has made arrangements to advertise the proposal for public comment for the minimum required period of twenty one (21) days. The advertising process has included appropriate notices in a newspaper circulating in the district, correspondence to all nearby and adjoining landowners and public display of the application at the Shire Administration Centre. Council is advised that public advertising will conclude on 6 January 2015 at which point a final decision on the application can be made.

Compliance with Development Standards

It is concluded from a detailed assessment of the application that the proposal satisfies the various development standards prescribed in TPS No.2 with the exception of on-site parking.

Schedule No.4 of TPS No.2 requires that a total of nine (9) on-site car parking bays be provided to accommodate any proposed restaurant / cafe use within the Scheme Area. The plans prepared and submitted in support of the application make no allowance for the provision of any additional on-site parking bays to accommodate the parking demand likely to be generated by the proposed new use of the property despite their being a large vacant area at the rear of the land that could be developed and used for parking purposes. The applicant has confirmed their preference to allow for the utilisation of the existing on-street parking bays currently available within the Campbell Street road reserve area and is therefore seeking Council's approval to vary the on-site car parking requirements prescribed in TPS No.2.

Notwithstanding the applicant's request to vary the parking requirements of TPS No.2, the reporting officers have concluded from assessment of the application that a designated on-site parking area should be provided for the following reasons:

- The proposed cafe will result in the intensification of current business activity on the land and an associated increase in demand for parking in the immediate area;
- There is adequate space available at the rear of the existing commercial buildings on the land to provide the required number of on-site car parking bays (i.e. 9 bays) and associated vehicle accessways;
- There are a number of existing established land uses in the immediate locality (i.e. supermarket, store, shops etc.) that have similar operating hours to the proposed cafe and already rely upon access to and use of the existing on-street parking bays currently available within the Campbell Street road reserve area; and
- The proposed deficiency in on-site parking bays may have a detrimental impact on the amenity, character, functionality and safety of the immediate locality, particularly during peak periods of demand.

In light of the above conclusions it is recommended that Council consider imposing a condition on any planning approval issued which requires the applicant to provide and maintain nine (9) new clearly marked on-site parking bays at the rear of the subject land with access to these bays to be derived from Goyder Street.

Land Amalgamation

Council was previously advised in May of this year that the current development and use of the subject land is being carried out over three (3) individually titles lots (i.e. Lots 81, 82 & 83) with a number of existing improvements straddling the common boundary between them. This has a number of legal implications for the current and future landowners as well as tenants seeking building permit approvals and does not comply with the fire separation requirements of the National Construction Code of Australia (NCC).

Notwithstanding the above, the reporting officers have formed the view that Council may issue planning approval without the need to amalgamate the lots into one (1) new separately titled lot given the nature and scale of the proposed new 'restaurant' use. Despite this conclusion it is recommended that Council consider including an advice note on any planning approval issued recommending that the landowner make arrangements to amalgamate the subject land as soon as possible to address any legal implications associated with the current development straddling numerous lot boundaries.

CONCLUSION

It is concluded from a detailed assessment of the application that the proposed change of use of portion of Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin from 'shop' to 'restaurant' including the proposed internal fit out works are unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. It is therefore recommended that the application be conditionally approved under delegated authority by the Shire's Chief Executive Officer following completion of public advertising subject to no valid objections being received by the Shire during the advertising process.

STATUTORY ENVIRONMENT

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

PUBLIC CONSULTATION

Public advertising of the application is currently being undertaken by the Shire Administration for the minimum required period of twenty one (21) in accordance with the specific requirements of clause 6.3 of TPS No.2. The closing date for submissions is 6 January 2015.

The application was also referred to Miss Lauren Bosch the Shire's Environmental Health Officer for review, assessment and comment regarding all relevant health requirements. The advice received from Miss Bosch has been considered and incorporated in the final recommendation contained in this report.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

1. *That Council resolves by absolute majority that the proposed use of two (2) existing commercial tenancies on Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin for the purposes of a restaurant (i.e. cafe) may be consistent with the objectives and purpose of the land's current 'Town Centre' zoning classification in the Shire of Corrigin Town Planning Scheme No.2.*
2. *That Council grants delegated authority to the Shire's Chief Executive Officer to approve the application for planning approval submitted by Glenys Turner on behalf of Mr Michael Weguelin (Landowner) to change the current approved use of two (2) existing commercial tenancies on Lot 81, 82 & 83 (No.6) Campbell Street, Corrigin from 'shop' to 'restaurant' (i.e. cafe) following completion of public advertising subject to no valid objections being received by the Shire during the advertising process. Any approval granted by the Shire's Chief Executive Officer pursuant to this resolution shall be subject to the following conditions and advice notes:*

Conditions

- i) *The development and use of the land for 'restaurant' (i.e. cafe) purposes shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.*
- ii) *Additional plan/s are required to be prepared and submitted to the Shire of Corrigin, to the specifications and satisfaction of the Shire, for consideration and approval by the Shire's Chief Executive Officer prior to the commencement of any development on the land. The additional plan/s shall be suitably scaled and clearly illustrate the following:*
 - *The location of all tables and chairs proposed to be placed within the footpath area (i.e. alfresco area) along the land's Campbell Street frontage;*
 - *The location and dimensions of all advertising signage proposed in support of the new use; and*
 - *The location, configuration, dimensions and surface treatments for nine (9) on-site car parking bays at the rear of the subject land with access to these bays to be derived from Goyder Street.*
- iii) *The development shall be undertaken in a manner consistent with the details of the additional plan/s required by Condition No.2 above if and when these plan/s are approved by the Shire's Chief Executive Officer.*
- iv) *The cafe shall have a maximum public floor area not exceeding 72m² unless otherwise approved by Council.*
- v) *The cafe's days and hours of operation shall be limited to Monday to Thursday from 7.00am to 4.00pm, Friday from 7.00am to 7.30pm and Saturday from 8.00am to 12.00pm midday unless otherwise approved by Council.*
- vi) *All on-site parking bays associated with the proposed cafe and shown on the additional plan/s required by Condition No.2 above shall be provided and maintained to the specifications and satisfaction of the Shire of Corrigin with appropriate measures for drainage and disposal of surface water.*
- vii) *The applicant shall make arrangements to purchase a suitable public liability insurance policy to protect the Shire of Corrigin and State of Western Australia against any future possible claims for injury and/or damage arising from the establishment and use of an alfresco dining area on the existing footpath within the Campbell Street verge area immediately abutting the subject land. Written evidence of that policy shall be provided to the Shire of Corrigin prior to commencement of the proposed cafe use and annually*

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thereafter following renewal of the policy for as long as the alfresco dining area is used as part of the business.

- viii) All rubbish generated on-site shall be managed and disposed of to the specifications and satisfaction of the Shire of Corrigin.
- ix) The property shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire of Corrigin.
- x) Any proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Corrigin Town Planning Scheme No.2 unless otherwise approved by Council.

Advice Notes

- i) The new cafe use shall be established on the land within a period of two (2) years from the date of this approval. If the use is not commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development and/or use shall be carried out without the further approval of the Shire of Corrigin having first been sought and obtained.
- ii) A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of all proposed internal fitout works.
- iii) The proposed internal fit-out works are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
- iv) The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
- v) No construction works shall commence on the land prior to 7am without the Shire's written approval.
- vi) The cafe shall comply in all respects with the specific standards and requirements of the Health Act 1911 and all associated regulations including the Health (Public Buildings) Regulations 1992.
- vii) The café shall comply in all respects with the Food Act 2008 and operate only once notification and registration of the food business has been received and approved by Council's Environmental Health Officer, and a Certificate of Registration and Notification has been granted.
- viii) The cafe shall comply in all respects with the specific standards and requirements of the Australia New Zealand Food Standards Code, and in particular Chapter 3: Food Safety Standards (Australia only).
- ix) The final internal layout plan, elevations and surface coverings are subject to final approval by Council's Environmental Health Officer and Building Surveyor.
- x) Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Town Planning Scheme No.2 and may result in legal action being initiated by the local government.
- xi) The Shire of Corrigin strongly recommends that Lots 81, 82 & 83 be amalgamated to create one (1) new separately titled lot in the near future to address any legal implications associated with the current development straddling various lot boundaries and ensure compliance with the fire separation requirements of the National Construction Code of Australia (NCC).

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3. *In the event that any valid objections are received by the Shire of Corrigin during the current public advertising process, the application shall be referred back to Council at the next available Ordinary Meeting for further consideration and final determination.*

Cr Weguelin left the meeting at 4.00pm after declaring an interest in this item.

COUNCIL RESOLUTION

(8458) Moved Crs Dickinson & Mason

1. *That Council resolves by absolute majority that the proposed use of two (2) existing commercial tenancies on Lots 81, 82 & 83 (No.6) Campbell Street, Corrigin for the purposes of a restaurant (i.e. cafe) may be consistent with the objectives and purpose of the land's current 'Town Centre' zoning classification in the Shire of Corrigin Town Planning Scheme No.2.*
2. *That Council grants delegated authority to the Shire's Chief Executive Officer to approve the application for planning approval submitted by Glenys Turner on behalf of Mr Michael Weguelin (Landowner) to change the current approved use of two (2) existing commercial tenancies on Lot 81, 82 & 83 (No.6) Campbell Street, Corrigin from 'shop' to 'restaurant' (i.e. cafe) following completion of public advertising subject to no valid objections being received by the Shire during the advertising process. Any approval granted by the Shire's Chief Executive Officer pursuant to this resolution shall be subject to the following conditions and advice notes:*

Conditions

- x i) The development and use of the land for 'restaurant' (i.e. cafe) purposes shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.*
- x ii) Additional plan/s are required to be prepared and submitted to the Shire of Corrigin, to the specifications and satisfaction of the Shire, for consideration and approval by the Shire's Chief Executive Officer prior to the commencement of any development on the land. The additional plan/s shall be suitably scaled and clearly illustrate the following:*
 - The location of all tables and chairs proposed to be placed within the footpath area (i.e. alfresco area) along the land's Campbell Street frontage;*
 - The location and dimensions of all advertising signage proposed in support of the new use; and*
 - The location, configuration, dimensions and surface treatments for nine (9) on-site car parking bays at the rear of the subject land with access to these bays to be derived from Goyder Street.*
- x iii) The development shall be undertaken in a manner consistent with the details of the additional plan/s required by Condition No.2 above if and when these plan/s are approved by the Shire's Chief Executive Officer.*
- x iv) The cafe shall have a maximum public floor area not exceeding 72m² unless otherwise approved by Council.*
- x v) The cafe's days and hours of operation shall be limited to Monday to Thursday from 7.00am to 4.00pm, Friday from 7.00am to 7.30pm and Saturday from 8.00am to 12.00pm midday unless otherwise approved by Council.*

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- xvi) All on-site parking bays associated with the proposed cafe and shown on the additional plan/s required by Condition No.2 above shall be provided and maintained to the specifications and satisfaction of the Shire of Corrigin with appropriate measures for drainage and disposal of surface water.**
- xvii) The applicant shall make arrangements to purchase a suitable public liability insurance policy to protect the Shire of Corrigin and State of Western Australia against any future possible claims for injury and/or damage arising from the establishment and use of an alfresco dining area on the existing footpath within the Campbell Street verge area immediately abutting the subject land. Written evidence of that policy shall be provided to the Shire of Corrigin prior to commencement of the proposed cafe use and annually thereafter following renewal of the policy for as long as the alfresco dining area is used as part of the business.**
- xviii) All rubbish generated on-site shall be managed and disposed of to the specifications and satisfaction of the Shire of Corrigin.**
- xix) The property shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire of Corrigin.**
- xx) Any proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Corrigin Town Planning Scheme No.2 unless otherwise approved by Council.**

Advice Notes

- xii) The new cafe use shall be established on the land within a period of two (2) years from the date of this approval. If the use is not commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development and/or use shall be carried out without the further approval of the Shire of Corrigin having first been sought and obtained.**
- xiii) A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of all proposed internal fitout works.**
- xiv) The proposed internal fit-out works are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.**
- xv) The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.**
- xvi) No construction works shall commence on the land prior to 7am without the Shire's written approval.**
- xvii) The cafe shall comply in all respects with the specific standards and requirements of the Health Act 1911 and all associated regulations including the Health (Public Buildings) Regulations 1992.**
- xviii) The café shall comply in all respects with the Food Act 2008 and operate only once notification and registration of the food business has been received and approved by Council's Environmental Health Officer, and a Certificate of Registration and Notification has been granted.**
- xix) The cafe shall comply in all respects with the specific standards and requirements of the Australia New Zealand Food Standards Code, and in particular Chapter 3: Food Safety Standards (Australia only).**

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- xx) *The final internal layout plan, elevations and surface coverings are subject to final approval by Council's Environmental Health Officer and Building Surveyor.*
 - xxi) *Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Town Planning Scheme No.2 and may result in legal action being initiated by the local government.*
 - xxii) *The Shire of Corrigin strongly recommends that Lots 81, 82 & 83 be amalgamated to create one (1) new separately titled lot in the near future to address any legal implications associated with the current development straddling various lot boundaries and ensure compliance with the fire separation requirements of the National Construction Code of Australia (NCC).*
3. *In the event that any valid objections are received by the Shire of Corrigin during the current public advertising process, the application shall be referred back to Council at the next available Ordinary Meeting for further consideration and final determination.*

Carried 6/0

Cr Baker left the meeting at 4.04pm and Cr Hickey assumed the Chair.

Mrs Talbot left the meeting at 4.04pm.

Cr Weguelin returned to the meeting at 4.05pm.

Mrs Talbot returned to the meeting at 4.05pm

Mr Julian Goldacre entered the meeting at 4.05pm

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10.2.7. ENVIRONMENTAL HEALTH SERVICES UPDATE

Applicant:	Lauren Bosch
Location:	Shire of Corrigin
Date:	9 December 2014
Reporting Officer:	Environmental Health Officer, Lauren Bosch
Disclosure of Interest:	No interest to disclose
File Number:	Various

BACKGROUND

The purpose of this report is to keep Council up to date with the work Council's Environmental Health Services has been doing for the community of Corrigin.

COMMENT

Newly Appointed EHO and RoeHEALTH

Mr Julian Goldacre commenced fulltime work for the RoeHEALTH Scheme at the start of November 2014. He has started with Bruce Rock, Kondinin and Narembeen as the Shires he is predominantly responsible for, and shares Corrigin and Kulin with Lauren Bosch. Miss Bosch's time is spent mostly on Corrigin and Lake Grace Shires, and now works a six day fortnight part time arrangement.

The MOU for RoeHEALTH Environmental Health Service provision is currently being signed by all Shires this month.

RoeROC Regional Landfill Site – Bending

Council's Environmental Health Officers are currently working on strategies to mitigate the issue of windblown waste from the regional landfill site. It is an ongoing issue which needs further attention and involves the following:

- Involvement in ensuring Avon Waste are being as active as possible in doing clean-up of waste in neighbouring farming paddocks in the short term and developing ways of mitigating windblown waste from escaping the site through installing infrastructure such as catch nets and fencing
- Pro-active forward planning for the site's gradual expansion, including a future plan for the layout and progression of the site, and planting tree buffers around the entire site and each section of the site before it used for landfilling activities.

Routine Activities

Activities conducted over the last month:

- Food premises inspections
- Swimming pool water sampling
- Wastewater reuse water sampling
- Comment for development application
- Trading in public places consultation and permits
- Preparing 2015 waste and recycling calendar

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Training and Meetings

Council's EHOs attended the following:

- Pesticide Safety training and workshop held by Department of Health officers – 14 November 2014 (Merredin)
- Regional Environmental Health Meeting – 5 December 2014 (Kellerberrin)

STATUTORY ENVIRONMENT

Various

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Environmental Health Services Report

COUNCIL RESOLUTION

(8459) Moved Crs Pridham & Dickinson

That Council accept the Environmental Health Services Report

Carried 6/0

Mr Goldacre left the meeting at 4.15pm

10.3. Works and General Purpose Reports

There are no Works and Services reports

11. NOTICE OF MOTIONS

There was no notice of motions.

12. NOTICE OF MOTIONS FOR THE NEXT MEETING

There was no notice of motions for the next meeting.

13. CHIEF EXECUTIVE OFFICER'S REPORT

Corrigin Recreation and Events Centre

The CEO provided an update on the progress of the Corrigin Recreation and Events Centre Project. Perkins Builders have installed the majority of the structural steel for the building along with the concrete and footings and the sewer diversion.

The shed for the fire fighting pump has been completed along with the footings for the water tanks and bulk gas cylinder.

The new shed for the Agricultural Society has been erected with the concrete floor due to be completed by the end of the year.

Perkins Builders will shut down over the Christmas period and restart in early January 2015.

Dental Surgery

The fence at the Dental Surgery has been erected and landscaping works are nearly complete.

Giggle Pots Day Care

Giggle Pots Day Care has had power supply connected and building is close to ready for commissioning. Demolition of the old building is scheduled for January 2015.

Bulyee Road

Works on Bulyee Road have been put on hold for the Christmas break. There is still an issue in obtaining landholder consent for the proposed new alignment near Bulyee. Main roads have been made aware of the issue. The CEO will meet with the landowner to negotiate to progress the matter in the New Year.

14. PRESIDENT'S REPORT

There is no Presidents report.

15. COUNCILLORS' REPORTS

Cr Pridham advised that he attended the Roe Tourism meeting with Emily Hewett on Monday 15 December 2014. The Roe Tourism President has resigned and Cr Pridham advised that the committee was looking for a new president if anyone in the community is interested in taking on the role.

16. URGENT BUSINESS

There was no urgent business

17. INFORMATION BULLETIN

There was no business from this information bulletin.

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18. WALGA AND CENTRAL ZONE MOTIONS

There were no WALGA or Central Zone motions.

19. MEETING CLOSURE

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.42 pm.

President: _____ Date: _____