

SHIRE OF



# AGENDA

## ORDINARY COUNCIL MEETING

TUESDAY 18 SEPTEMBER 2018

Commencing at 3.00pm in the Shire of Corrigin  
Council Chambers, 9 Lynch Street Corrigin



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## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on  
Tuesday 18 September 2018 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

<i>12.30 pm</i>	<i>Lunch</i>
<i>1.00 pm</i>	<i>Discussion Forum</i>
<i>2.30 pm</i>	<i>Afternoon Tea</i>
<i>3.00 pm</i>	<i>Council Meeting</i>
<i>5.00 pm</i>	<i>Refreshments</i>

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

A handwritten signature in black ink, appearing to read "N. Manton".

Natalie Manton – Chief Executive Officer

*Disclaimer:*

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

**CONTENTS**

1	DECLARATION OF OPENING .....	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	4
3	PUBLIC QUESTION TIME .....	4
4	MEMORIALS.....	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	5
5.1	PRESENTATION BY STEPHEN STRANGE WALGA MEMBER ADVISOR .....	5
5.2	PRESENTATION BY CENTRAL AG CARE .....	5
6	DECLARATIONS OF INTEREST .....	5
7	CONFIRMATION AND RECEIPT OF MINUTES .....	6
7.1	PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES .....	6
7.1.1	ORDINARY COUNCIL MEETING.....	6
7.1.2	SPECIAL COUNCIL MEETING .....	6
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES .....	6
7.2.1	LEMC MEETING .....	6
7.2.2	CENTRAL COUNTRY ZONE MEETING .....	6
7.2.3	AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE MEETING .....	7
8	MATTERS REQUIRING A COUNCIL DECISION.....	8
8.1	CORPORATE AND COMMUNITY SERVICES REPORTS .....	8
8.1.1	CORRIGIN COMMUNITY RESOURCE CENTRE .....	8
8.1.2	ACCOUNTS FOR PAYMENT .....	11
8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS .....	13
8.1.4	MONTHLY FINANCIAL REPORT .....	15
8.1.5	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS.....	17
8.2	GOVERNANCE AND COMPLIANCE REPORTS.....	19
8.2.1	ADOPTION OF REVISED LONG TERM FINANCIAL PLAN .....	19
8.2.2	BUILDING APPLICATION – CORRIGIN BOWLING CLUB.....	21
8.2.3	VISION CHRISTIAN MEDIA – HOSTING AGREEMENT .....	24
8.3	WORKS AND GENERAL PURPOSES.....	26
8.3.1	Disposal of Vehicles and Plant.....	26
8.3.2	WANDRRA PROJECT PROGRESS REPORT .....	29
9	NOTICE OF MOTIONS FOR THE NEXT MEETING .....	33
10	CHIEF EXECUTIVE OFFICER'S REPORT .....	33
11	PRESIDENT'S REPORT .....	34
12	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS.....	34
13	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL.....	34
14	INFORMATION BULLETIN.....	34
15	WALGA AND CENTRAL ZONE MOTIONS .....	34
16	NEXT MEETING .....	34
17	MEETING CLOSURE .....	34

**1 DECLARATION OF OPENING**

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

NIL

**LEAVE OF ABSENCE**

Cr. L Baker

**3 PUBLIC QUESTION TIME**

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

Questions and statements are to be –

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

**4 MEMORIALS**

The Shire was advised that Margaret Gannaway, Roslyn Button (nee Matthews) and Peter Doyle have passed away since the last meeting.

## **5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

### **5.1 PRESENTATION BY STEPHEN STRANGE WALGA MEMBER ADVISOR**

Mr Stephen Strange will provide background information on the WALGA Member Advisory Program. The program aims to provide Councils and Elected Members with information and resources.

### **5.2 PRESENTATION BY CENTRAL AG CARE**

Central Agcare Inc is a not for profit service based in Corrigin and provides counselling services across the region.

## **6 DECLARATIONS OF INTEREST**

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

## **7 CONFIRMATION AND RECEIPT OF MINUTES**

### **7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.1.1 ORDINARY COUNCIL MEETING**

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 August 2018 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 August 2018 (Attachment 7.1.1) be confirmed as a true and correct record.*

#### **7.1.2 SPECIAL COUNCIL MEETING**

Minutes of the Shire of Corrigin Special Council meeting held on Monday 27 August 2018 (Attachment 7.1.2).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Monday 27 August 2018 (Attachment 7.1.2) be confirmed as a true and correct record.*

### **7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES**

#### **7.2.1 LEMC MEETING**

Minutes of the LEMC meeting held on Monday 27 August 2018 (Attachment 7.2.1).

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

*That the minutes of the LEMC meeting held on Monday 27 August 2018 (Attachment 7.2.1) be received.*

#### **7.2.2 CENTRAL COUNTRY ZONE MEETING**

Minutes of the Central Country Zone meeting held on Friday 31 August 2018 (Attachment 7.2.2).

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

*That the Minutes of the Central Country Zone meeting held on Friday 31 August 2018 (Attachment 7.2.2) be received.*

**7.2.3 AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE MEETING**

Minutes of the Audit and Risk Management Advisory Committee meeting held on Monday 10 September 2018 (Attachment 7.2.3).

**OFFICER'S RECOMMENDATION**

*That the Minutes of the Audit and Risk Management Advisory Committee meeting held on Monday 10 September 2018 (Attachment 7.2.3) be received.*

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	6/09/2018
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### **CORRIGIN CRC MONTHLY USAGE – AUGUST 2018:**

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	YTD AS OF JULY 18	SALES	MTHLY	YTD AS OF JULY 18
Internet Use / Computer Use	23	53	Movie Club Fees	6	10
Photocopying / Printing / Faxing	48	95	Phonebook Sales	31	68
Laminating / Binding / Folding	8	13	Moments In Time Books	1	1
Sec. Services / Scans / CD Burning	10	17	Book Sales	0	0
Room Hire	6	12	Wrapping Paper / Postcard Sales	5	9
Equipment Hire	1	2	Polo Shirt / Eco Bag Sales	3	3
Training / Course Fees	2	6	Phone calls	0	0
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	102		Total:	40	
<i>Monthly People through:</i>	142				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	YTD AS OF JULY 18	SERVICE	MTHLY	YTD AS OF JULY 18
Phonebook Enquiries	5	8	University Exams	0	0
Tourism	53	96	Broadband for Seniors / Webinars	9	14
Government Access Point	1	5	General Enquires (Face/Email/Website)	196	404
Community Information	51	116	Corrigin Toy Library	11	20
Conf. / Vid Conf. / Training /	53	149	TR Homes (Referrals)	0	0
Total:	163		Total:	216	
<i>Monthly People through:</i>	379				

**TOTAL FOR THE MONTH OF AUGUST: 521**



**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – AUGUST 2018**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Primaries - Training	8	Conference Room	Commercial Booking
Water Corp – Shire Training	8	Video Conference Room	N/A
Forrest Personnel – Disability Services	3	Professional Office	Commercial Booking
Movie Club	6	Conference Room	N/A
Holyoake – Drug & Alcohol Counselling	1	Professional Office	Commercial Booking
Dept. Biodiversity, Conservation & Attractions – Meeting	11	Conference Room	Commercial Booking
Roe Tourism – Meeting	12	Conference Room	N/A
Forrest Personnel – Disability Services	3	Professional Office	Commercial Booking
SMYL – Parenting Services	2	Professional Office	Commercial Booking

**CORRIGIN CRC Annual Summary Report**

	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	422	376	596	563	646	532	444	6154
2018-19	578	521											

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Social**

**An effectively serviced, inclusive and resilient community**

**Outcome 3.1 - An inclusive, welcoming and active community**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1.1	Work in partnership with community and sporting groups	3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities
3.1.3	Facilitate, encourage and support community events	3.1.3.1	Promote and support local events with emphases on events that promote visitation of the Shire.
		3.1.3.2	Engage and facilitate the community to encourage the establishment and continuation of local events.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council receives the Corrigin Community Resource Centre Report.*

### 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	6/09/2018
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – August 2018

#### SUMMARY

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

#### BACKGROUND

This information is provided to Council 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 during the month of August 2018 are provided as Attachment 8.1.2 – Accounts for Payment – August 2018.

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	12786 - 12828,		
		12830 - 12863,		
		12866 - 12943,		
		12945 - 12962	\$891,584.72	
	Cheque	020341 - 020348	\$11,845.22	
	Direct Debit	August 2018	\$37,447.52	
	Payroll	August 2018	\$173,634.78	<b>\$1,114,512.24</b>
Trust	EFT	12829,		
		12864 - 12865,		
		12944	\$260.45	
	Cheque	003385 - 003386	\$600.00	
	Direct Debit	No Payments	\$0.00	<b>\$860.45</b>
Licensing Trust	EFT	No Payments	\$0.00	
		Direct Debit	August 2018	\$39,035.10
Edna Stevenson	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of August 2018</b>				<b>\$1,154,407.79</b>

**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – August 2018, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & Licensing Trust	EFT	EFT12785	EFT12786
Municipal	Cheque	020340	020341
Trust	Cheque	003384	003385
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 1996

**POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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 reviews the list of accounts paid and acknowledges that payments totalling \$1,154,407.79 have been made during the month of August 2018.*

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10/09/2018
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 June 2018 to 27 July 2018.

#### **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 Manager Finance, 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 Manager Finance 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 2.10 – Purchasing Policy  
Policy 2.18 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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 29 June to 27 July 2018 for \$200.00.*

### 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	12/07/2018
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4.1 – Monthly Financial Report – July 2018, Attachment 8.1.4.2 – August 2018

#### **SUMMARY**

This report provides Council with the monthly financial reports for the months ending 31 July 2018 and 31 August 2018.

#### **BACKGROUND**

Local Government (Financial Management) Regulations 1996, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

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

#### **COMMENT**

A variance report is included with the monthly financial reports, provided as Attachment 8.1.4.1 and Attachment 8.1.4.2.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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 months ending 31 July 2018 and 31 August 2018 included as Attachment 8.1.4.1 and Attachment 8.1.4.2 and as presented, along with notes of any material variances.*



### 8.1.5 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS

Applicant:	Audit and Risk Management Committee
Date:	12/09/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015
Attachment Ref:	NIL

#### SUMMARY

The Audit and Risk Management Committee recommends that Council endorse the resolutions from the meeting held on 10 September 2018.

#### BACKGROUND

Council previously adopted a Risk Management Framework - Policy and Procedures to document the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Framework - Policy and Procedures document was initially prepared with assistance from LGIS as part of the overall Risk Management Governance Framework.

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

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

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

As part of an ongoing effort to improve governance and compliance the annual and long service leave will continue to be monitored with a view to reducing excess accruals in the near future.

#### COMMENT

The Audit and Risk Management Committee will continue to review reports, policies and procedures to reduce the overall risk to the organisation.

#### STATUTORY ENVIRONMENT

Local Government Act 1995, 7.12A – Duties of a Local Government in respect to the Audit  
Local Government Act 1995  
Local Government (Long Service Leave) Regulations  
Shire of Corrigin Enterprise Agreement 2014

#### POLICY IMPLICATIONS

- 3.1 Risk management policy
- 2.17 Significant accounting policies

#### FINANCIAL IMPLICATIONS

Current liability for annual and long service leave has been reduced from \$498,900 to \$450,103. This will be further reduced in the next three months with leave already booked to be taken.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Review Council policies and Corporate Business Plan
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
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the shire	4.1.3.5	Provide Council with adequate and appropriate information on a timely basis.

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE’S RECOMMENDATION**

*That Council receive the updated Risk Management Framework – Policy and Procedures document and Risk Profiles and Dashboard as presented to the Audit and Risk Management Committee.*

**COMMITTEE RECOMMENDATION**

*That Council authorise the CEO to direct employees to reduce the excess leave accruals over the next three months.*

## 8.2 GOVERNANCE AND COMPLIANCE REPORTS

### 8.2.1 ADOPTION OF REVISED LONG TERM FINANCIAL PLAN

Applicant:	Shire of Corrigin
Date:	9/08/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.1 – Revised Long Term Financial Plan (Strategic Resource Plan)

#### SUMMARY

The Shire of Corrigin Long Term Financial Plan has been reviewed and is provided for consideration and adoption.

#### BACKGROUND

Following a period of community consultation in 2017 the Shire of Corrigin developed a new Strategic Community Plan 2017 – 2021. A Corporate Business Plan outlining actions to achieve the desired strategic direction was developed at the same time and revised in July 2018.

The Corporate Business Plan is underpinned by, and links through to, a range of supporting and informing policies, strategies and plans such as a Workforce Plan, Asset Management Plan and Long Term Financial Plan.

#### Long Term Financial Plan

The Long Term Financial Plan (LTFP) is the mechanism that enables local governments to determine their capability to sustainably deliver the assets and services required by the community. It allows the local government to set priorities, within its resourcing capabilities, to deliver short, medium and long term community priorities.

The LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

The Shire of Corrigin engaged Moore Stephens to assist in the development of the LTFP and incorporated plans for asset upgrade, renewal and replacement. The combined document is referred to as the Strategic Resource Plan.

#### COMMENT

The review of the LTFP has a direct impact on the ability to meet the goals set within the Corporate Business Plan, should there be any major impact, Council may need to reconsider the Corporate Business Plan and update priorities.

The LTFP has been revised along with asset management plans with assistance from Moore Stephens and the resulting Strategic Resource Plan is presented to Council for endorsement.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

“S5.56. Planning for the future

1) A local government is to plan for the future of the district.

2) a local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”

Local Government (Administration) Regulations 1996

“S19DA. Corporate business plans, requirements for (Act s. 5.56)

3) A corporate business plan for a district is to —

c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

2018/19 and future years’ budgets.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of IPR documents & Informing strategies, including LTFP, AMP, Workforce Plan
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER’S RECOMMENDATION**

*That Council adopt the revised Shire of Corrigin Long Term Financial Plan (Strategic Resource Plan) as provided as Attachment 8.2.1.*

## 8.2.2 BUILDING APPLICATION – CORRIGIN BOWLING CLUB

Applicant:	Corrigin Bowling Club via Great Aussie Patios
Date:	11/09/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	BA 14-2018, A1075
Attachment Ref:	Attachment 8.2.2 – Building application and drawings/plans

### SUMMARY

The Corrigin Bowling Club are seeking approval to construct steel roof patios for the purposes of shade/shelter around the soon to be completed synthetic bowling greens at the Corrigin Bowling Club, Lot 255 Walton Street, Corrigin, owned by the Shire of Corrigin.

### BACKGROUND

In June 2017 Council approved the Corrigin Bowling Club Relocation Needs and Feasibility Study. Council Resolution 90/2017 as follows:

1. *Notes the report and recommendations of the Needs and Feasibility Study for the redevelopment of the Corrigin Bowling Club prepared by Jill Powell and Associates (Attachment 8.2.10A) along with the response to the Study from the Corrigin Bowling Club (Attachment 8.2.10B).*
2. *Supports the recommendations of the Needs and Feasibility Study for the redevelopment of the Corrigin Bowling Club prepared by Jill Powell and Associates as follows:*
  - a) *That the Bowling Club be retained at its current location.*
  - b) *That the following works listed within section 9.1 of the Needs and Feasibility Study be acknowledged and accepted in principle for detailed design and progression:*
    - i) *Replace grass greens with synthetic*
    - ii) *Replace fence (approximately 80m)*
    - iii) *Provide new shade shelters at both ends of greens (32m) and;*
    - iv) *New paving.*
  - c) *That consideration be given to forward planning for the works listed in section 9.2 of the Needs and Feasibility Study with regards to future maintenance requirements of the clubhouse.*
3. *Invites the Corrigin Bowling Club to request Council in writing to include a contribution (monetary and in-kind) towards the completion of improvements to the Corrigin Bowling Club in the revised 'Long Term Financial Plan' and for the Club to advise the Shire as to what contribution the Club will make.*

As specified in b) iii) Council approved the Corrigin Bowling Club's proposal for new shade shelters at both ends of greens but have not yet formally approved any drawings and plans of the proposed development.

## COMMENT

The Shire of Kalamunda, contracted Building Surveyors for the Shire of Corrigin, has recommended approving the development as provided in the attachments, subject to the following conditions:

*All building work permitted by this permit:*

- 1. Must be carried out in accordance with the plans and specifications specified in the applicable certificate of design compliance for this building permit.*
- 2. Must be carried out in accordance with any conditions set out below:*

### Conditions

- 1. All stormwater shall be contained on site and disposed of in a manner that will not cause nuisance, clear of the effluent disposal area, and all structures.*
  - 2. The building works shall comply with all the aspects of AS1170 -4 Structural design actions, including earthquake actions in Australia.*
  - 3. If Scheme Water is available to this property a copy of the plans and specifications subject to this Building Permit must be submitted to Water Corporation, for their approval and records.*
- 3. Must be inspected and tested as prescribed under section 36(2)(a) of the Building Act 2011 (refer to the certificate of design compliance for the applicable list of inspections and tests that are to be listed here):*

### Inspections and tests

*The Builder is to undertake adequate inspections to ensure compliance with the National Construction Codes, Planning and Environmental Health Approvals, and any applicable standards.*

## STATUTORY ENVIRONMENT

Building Act 2011

Building Regulations 2012

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2017-2021:

**Objective: Environment**

**An attractive natural and built environment for the benefit of current and future generations**

**Outcome 2.2 - A well-managed built environment**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.2.3	Enhance and maintain our townscape	2.2.3.2	Manage and maintain Council's townscape infrastructure, both natural and built to enhance the appearance and services of the townscape within the district.
		2.2.3.3	Townscape enhancement projects and initiatives incorporated in Council's AMP & LTFP.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council approve the building application and associated drawings and plans for the proposed development of steel roof patios for the purposes of shade/shelter at the Corrigin Bowling Club, subject to conditions of the contracted Building Surveyor.*

### 8.2.3 VISION CHRISTIAN MEDIA – HOSTING AGREEMENT

Applicant:	United Christian Broadcasters Australia Ltd trading as Vision Christian Media
Date:	11/09/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	Leases and Agreements
Attachment Ref:	Attachment 8.2.3 – Vision Christian Media Attachments

#### SUMMARY

This item relates to formalising a Host Site Agreement between the Shire and United Christian Broadcasters Australia trading as Vision Christian Media for existing radio transmission equipment installed at the Telstra CDMA tower at Lot 4 Camm Street.

#### BACKGROUND

The Shire of Corrigin has received correspondence from United Christian Broadcasters Australia Ltd seeking to formalise the tenure arrangement for the existing Vision Christian Media – Corrigin 88.0FM WA equipment sited on the Telstra mast at 4 Camm Street.

An application was presented at the Ordinary Council meeting on 13 June 2001 and permission was granted to affix a small antennae and satellite dish to the bushfire radio mast. The permission was conditional on existing facilities such as radio mast, CDMA reception and bush fire network not being adversely affected and noted that Vision Christian Media would be asked to remove the equipment if any problems occurred.

A draft model agreement prepared by United Christian Broadcasters Australia seeks permission to erect, construct and maintain transmission equipment for the purpose of transmitting broadcast signals, with all reasonable access being permitted. This agreement is based on:

- A 'no cost' rental agreement in favour of United Christian Broadcasters Australia;
- The Shire being indemnified in relation to the installation, use and maintenance of the United Christian Broadcasters Australia's equipment;
- The Shire covering the cost of electricity, which would be negligible;
- The Shire agreeing to allow access to the site for United Christian Broadcasters Australia subject to reasonable notice being given;
- A 5 year period, with possible extension
- The ability to terminate the lease with notice period of 3 months;
- The United Christian Broadcasters Australia being responsible for their own Occupational Safety and Health programs;
- The United Christian Broadcasters Australia being responsible to restore the site as far as practical to its original condition.

A copy of the draft agreement is provided as Attachment 8.2.3 – Vision Christian Media Attachments.



**COMMENT**

It seems that the transmission equipment has been in place for some years and this draft agreement will formalise the existing arrangement.

The draft agreement is considered adequate with the exception of a requirement for Christian Vision Media to demonstrate that public liability insurance cover is maintained. The CEO suggests that an additional provision be added to require Christian Vision Media to provide evidence of a minimum of \$10million insurance cover.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

There are minor financial costs applicable to this matter.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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 Host Site Agreement with United Christian Broadcasters Australia Ltd for the existing radio transmission equipment at Lot 4 Camm Street as provided as attachment 8.2.3, subject to the insertion of an additional provision requiring Vision to lodge written evidence of Public Liability Insurance to a minimum cover of \$10 million dollars each year to the Shire of Corrigin.*

## 8.3 WORKS AND GENERAL PURPOSES

### 8.3.1 Disposal of Vehicles and Plant

Applicant:	Shire of Corrigin
Date:	10/09/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PES.009
Attachment Ref:	NIL

#### SUMMARY

This items seeks Council endorsement of the purchase and disposal of vehicles and plant items.

#### BACKGROUND

Council has made allowance in the 2018/19 Budget for the purchase of various items of plant including:

- CR23 Patching Truck equipment
- 1 CR CEO vehicle
- 4 CR EHO vehicle
- CR1000 Doctor's vehicle
- CR 168 Hilux tipper ute
- Miscellaneous small plant

Requests for quotations for new vehicles and trade of current vehicles will be sent to local and WALGA preferred suppliers.

The budget also includes allowances for income from the disposal of the following plant items.

- 1 CR CEO vehicle Toyota Fortuna
- 4 CR EHO vehicle Subaru Forester
- CR1000 Doctor's vehicle Toyota Kluger
- CR 168 Hilux tipper ute
- 2 CR DCEO vehicle Mazda CX5
- CR 8 L90F Loader
- CR 68 Skidsteer Loader
- CR 6 Volvo G930
- CR 282 Gallion Grader
- CR 930 Caterpillar PF300 Multi Tyre Roller
- CR 17 Nissan Patrol
- CR 20 Caterpillar D4 Bulldozer
- Sundry items including pipes, scrap metal, slabs, etc

The sale of the former DCEO car was not included in the budget however as this position is likely to remain vacant for at least 12 months this vehicle is also to be sold.

A tender (04-2018) or auction for the disposal of plant (with the exception of traded vehicles) is expected to be advertised in mid October 2018 and close in November 2018.

## **COMMENT**

The CEO has delegated authority from Council:

to exercise the powers and discharge the duties of the local government under Regulation 14 of the Local Government (Functions and General) Regulations to publicly invite tenders by determining the written criteria for deciding which tender should be accepted and also;

To exercise the powers and discharge the duties of the local government under Regulation 18 of the Local Government (Functions and General) Regulations relating to choice of tender.

The delegation is subject to:

a) Following the Shire's operational practice utilising tender evaluation processes and documentation developed by WALGA;

b) Compliance with the requirements of the Shire's Purchasing Policy as it relates to tendering; and

a) Acceptance of a tender is not to exceed a contract value of \$200,000

Council has delegated authority to the CEO to dispose of property:

To exercise the powers and discharge the duties of the local government under section 3.58(2) and 3.58(3) of the Local Government Act 1995, and further to acquire property on the local government's behalf.

However Section 5.43(d) of the Local Government Act 1995 provides that:

*A local government cannot delegate to a CEO any of the following powers or duties*

*(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.*

The delegation relating to the disposal of property from Council to the CEO does not specify the amount and therefore disposal of the surplus plant and miscellaneous items will need to be brought back to Council for a final decision.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995:

- Section 3.42 – Delegation of some powers and duties to the CEO
- Section 3.57 – Tenders for providing goods or services
- Section 3.58 – Disposing of property
- Local Government (Functions & General) Regulations – Reg. 18 Choice of tender

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

Purchase and disposal of plant in accordance with budget provisions

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 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**

Absolute Majority

**OFFICER’S RECOMMENDATION**

*That Council:*

1. *Endorse the CEO to purchase the new and trade in the light vehicles listed above through local suppliers and/or WALGA preferred suppliers in accordance with the 2018/19 budget provisions and Shire of Corrigin purchasing policy.*
2. *Authorise the CEO to carry out the process of sale and disposal of plant and equipment as listed above (with the exception of traded vehicles) as required by Section 3.58 (3) of the Local Government Act 1995.*
3. *Request the Chief Executive Officer refer the matter back to Council prior to finalising the disposal of plant.*

### 8.3.2 WANDRRA PROJECT PROGRESS REPORT

Applicant:	Ian Gilmore, Associate, Core Business Australia
Date:	12/09/2018
Reporting Officer:	Ian Gilmore, Associate, Core Business Australia
Disclosure of Interest:	NIL
File Ref:	ROA.0037
Attachment Ref:	Attachment 8.3.2 - Construction Schedule and Work Roster

#### SUMMARY

The report seeks to update Council on the reinstatement works associated with the WANDRRA AGRN743 claim at several locations across the Shire's local road network.

#### BACKGROUND

Over the period of January/February 2017 the Shire of Corrigin received severe rainfall resulting in significant flooding. Damage was widespread throughout the Shire, with the majority of the damage confined to the south-west corner and which mainly consists of road carriageway and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked piped culverted, destruction or dislocation of culvert headwalls and silting of table and cut-off drains.

#### COMMENT

Core Business Australia Pty Ltd (CORE) as Supervisor for 'AGRN743 Corrigin Flood Recovery Minor Works' has prepared Project Progress Report of the WANDRRA works as follows:

#### Contractor Administration

Recent Work Cycles:

Please refer the Schedule of Construction and Roster

#### Progress to date

The works programme has been slow during August due to wet weather which is to be expected however the work rate has increased during September due to longer days and efficiency initiatives.

#### Methodology

##### Efficiency Initiatives

- Lay off Semi water truck until summer made possible by sourcing water from dams
- Reduce volume of both gravel and water.
- Leave windrows out overnight place cones around windrow.
- Utilize shared silt and gravel truck circuit when possible



## **Recommendations**

### **Cement Stabilisation**

The cost of cement stabilized floodways is claimable through WANDARRA therefore we should be taking advantage of this opportunity.

There are two ways to construct cement stabilized floodways. One is to blend cement and gravel in the pit then lay and compact material on the road. If the gravel is already laid out its more effective to use a road stabilizer. The cost of using the stabiliser will be an additional \$1,500/floodway therefore a decision needs to be made on the purchase of cement ASAP.

### **Gravel Sources**

We are having to locate more gravel sites as some pits have been exhausted. We are currently at Steve Baker's property. PIT G25 costs can be further reduced by stockpiling gravel pits closer to the area to be re-sheeted.

### **Schedule**

Over the next two swings we recommend another truck is engaged to haul gravel on the long lead from Hickey Pit to the North-East section of the Shire. This will result in more efficient use of equipment such as the grader and rollers. In addition the silt crew will be able to continue work.

We expect the silt crew to have completed silt removal by the mid - November.

Culvert crew should be finished by Christmas.

## **Project Progress**

### **Next Stage completion Xmas Re-sheet**

1. Bilbarin - Quairading
2. Bilbarin - Quairading East
3. Dry Well
4. Corrigin Wogerlin
5. Walton
6. Tilbee
7. Mulcahy
8. Branson

9. Tulloch
10. Parsons
11. Nambadilling.

Silt Pick-up

1. Hewitt
2. Smith
3. South Kunjin
4. Jenkyn
5. Dilling

Completed Roads

1. Bilbarin - Quairading
2. Copestakes
3. Caporn
4. Pannell
5. Bilbarin – Quairading East

**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**

NIL

**COMMUNITY AND 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 2017-2027 and Corporate Business Plan 2017-2021

**Objective: Economic**

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

**Outcome 1.1 A well planned and connected transport and communications network within the district**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1.1	Develop and implement road asset management plans	1.1.1.1	Develop a road asset management plan including network hierarchy and service levels.
		1.1.1.2	Develop a footpath management plan, including hierarchy and service levels
		1.1.1.3	Road asset management plan and footpath management plan to be incorporated in the review and expansion of the Asset Management Plan (AMP)
		1.1.1.4	Road asset management plan and footpath management plan to be implemented through road works program.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council notes the WANDRRA Project Progress as provided in the report and as included as Attachment 8.3.2.*



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

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

#### **Main Roads Direct Grant**

Shire of Corrigin has received notification from Main Roads that the Direct Grant has been returned to 2016/17 levels and will increase from \$95,545 to \$155,287.

#### **Corrigin Agricultural Show**

The 96<sup>th</sup> Corrigin Agricultural Show was a great success and a credit to the organising committee. The CEO had the pleasure of welcoming the official guests at morning tea and spent the rest of the day enjoying the exhibits and displays at the show.

#### **Works and Services**

The Shire of Corrigin road crew has commenced construction work on the Bulyee Quairading Road and will be there for a couple of weeks.

The ceiling in the Town Hall has been repaired and sporting clubs and community members are able to use the hall again. This month the Shire of Corrigin has engaged consultants to provide more information and a report to guide the future repairs to the ceiling to preserve this highly valued asset.

The hydrotherapy pool was expected to be open this week however the heater has broken down and may need to be replaced.

A major gas leak was discovered at the Corrigin Recreation and Events Centre and required urgent repairs this week.

**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**

Ordinary Council meeting Tuesday 16 October at 3.00pm.

**17 MEETING CLOSURE**