

SHIRE OF



# AGENDA

## ORDINARY COUNCIL MEETING

TUESDAY 20 NOVEMBER 2018

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



Strengthening our community now to grow and prosper into the future

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## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on  
Tuesday 20 November 2018 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

12.30 pm	Lunch
1.00 pm	Discussion Forum
2.30pm	Afternoon Tea
3.00 pm	Council Meeting
5.00 pm	Refreshments

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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 .....	4
6	DECLARATIONS OF INTEREST .....	4
7	CONFIRMATION AND RECEIPT OF MINUTES .....	5
7.1	PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES .....	5
7.1.1	ORDINARY COUNCIL MEETING.....	5
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES.....	5
7.2.1	CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE .....	5
7.2.2	BUSH FIRE ADVISORY COMMITTEE .....	5
7.2.3	ROE TOURISM ASSOCIATION .....	6
7.2.4	ROE REGIONAL ORGANISATION OF COUNCILS (Roe ROC) .....	6
8	MATTERS REQUIRING A COUNCIL DECISION .....	7
8.1	CORPORATE AND COMMUNITY SERVICES REPORTS .....	7
8.1.1	CORRIGIN COMMUNITY RESOURCE CENTRE .....	7
8.1.2	ACCOUNTS FOR PAYMENT .....	10
8.1.3	ACCOUNTS FOR PAYMENT – CREDIT CARDS .....	12
8.1.4	MONTHLY FINANCIAL REPORT.....	14
8.2	GOVERNANCE AND COMPLIANCE REPORTS.....	16
8.2.1	CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS .....	16
8.2.2	RATE EXEMPTION MASONIC LODGE .....	18
8.2.3	ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU .....	21
8.2.4	ROE REGIONAL ORGANISATION OF COUNCILS MOU .....	23
8.2.5	DUAL FIRE CONTROL OFFICERS 2018/2019.....	27
8.2.6	CORRIGIN BOWLING CLUB – WAIVER OF RUBBISH TIP FEES.....	29
8.2.7	EX GRATIA PAYMENT FOR PROPERTY DAMAGE .....	32
8.2.8	CHRISTMAS AND NEW YEAR PERIOD TRADING EXTENSION.....	35
8.3	WORKS AND GENERAL PURPOSES.....	37
8.3.1	WANDRRA PROJECT PROGRESS REPORT.....	37
8.3.2	ACCEPTANCE OF BITUMEN TENDER.....	40
8.3.3	RAV ASSESSMENT .....	44
9	NOTICE OF MOTIONS FOR THE NEXT MEETING .....	50
10	CHIEF EXECUTIVE OFFICER'S REPORT .....	50
11	PRESIDENT'S REPORT .....	51
12	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS .....	51
13	URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL .	51
14	INFORMATION BULLETIN .....	51
15	WALGA AND CENTRAL ZONE MOTIONS.....	51
16	NEXT MEETING.....	51
17	MEETING CLOSURE .....	51

**1 DECLARATION OF OPENING**

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

NIL

**LEAVE OF ABSENCE**

NIL

**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 has been advised that Norma Roberts (nee Henderson), Janene Taylor and Gwen Hart have passed away since the last meeting.

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

**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 16 October 2018 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 October 2018 (Attachment 7.1.1) be confirmed as a true and correct record.*

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

#### **7.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE**

Minutes of the Chief Executive Officer Performance Review Occasional Committee meeting held on Tuesday 16 October 2018 (Attachment 7.2.1).

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

*That the minutes of the Chief Executive Officer Performance Review Occasional Committee meeting held on Tuesday 16 October 2018 (Attachment 7.2.1) be received.*

#### **7.2.2 BUSH FIRE ADVISORY COMMITTEE**

Minutes of the Bush Fire Advisory Committee Meeting held on Friday 12 October 2018 (Attachment 7.2.2).

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

*That the minutes of the Bush Fire Advisory Committee Meeting held on Friday 12 October 2018 (Attachment 7.2.2) be received.*

**7.2.3 ROE TOURISM ASSOCIATION**

Minutes of the Roe Tourism Association meetings held on Monday 15 October 2018 (Attachment 7.2.3).

**OFFICER'S RECOMMENDATION**

*That the minutes of the Roe Tourism Association meetings held on Monday 15 October 2018 (Attachment 7.2.3) be received.*

**7.2.4 ROE REGIONAL ORGANISATION OF COUNCILS (Roe ROC)**

Minutes of the Roe ROC meeting held on Thursday 1 November 2018 (Attachment 7.2.4).

**OFFICER'S RECOMMENDATION**

*That the minutes of the Roe ROC meeting held on Thursday 1 November 2018 (Attachment 7.2.4) 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:	1/11/2018
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – OCTOBER 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	21	83	Movie Club Fees	6	26
Photocopying / Printing / Faxing	33	164	Phonebook Sales	22	116
Laminating / Binding / Folding	8	26	Moments In Time Books	0	2
Sec. Services / Scans / CD Burning	6	27	Book Sales	0	0
Room Hire	4	21	Wrapping Paper / Postcard Sales	0	9
Equipment Hire	0	3	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	14	26	Phone calls	0	1
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	86		Total:	28	
<i>Monthly People through:</i>	114				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	YTD AS OF JULY 18	SERVICE	MTHLY	YTD AS OF JULY 18
Phonebook Enquiries	6	16	University Exams	0	0
Tourism	92	264	Broadband for Seniors / Webinars	6	29
Government Access Point	4	9	General Enquires (Face/Email/Website)	172	706
Community Information	63	237	Corrigin Toy Library	6	35
Conf. / Vid Conf. / Training /	61	250	TR Homes (Referrals)	0	0
Total:	226		Total:	184	
<i>Monthly People through:</i>	594				

**TOTAL FOR THE MONTH OF OCTOBER: 708**

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

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
School Holiday Activity	13	Conference Room	N/A
Movie Club	8	Conference Room	N/A
Bush Fire Meeting	18	Conference Room	N/A
Auditors - Moore Stevens	3	Conference Room	N/A
Holyoak – Counselling	2	Professional Office	Commercial Booking
State Library Meeting	4	Video Conference Room	N/A
RSM – Business Local	2	Professional Office	N/A
Rabo Bank – Meeting	11	Conference Room	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	425	708									

**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:	6/11/2018
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 – October 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 October 2018 are provided as Attachment 8.1.2 – Accounts for Payment – October 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	13083 - 13162,	\$699,961.73	
		13167 - 13170,		
		13174 - 13201		
	Cheque	020357 - 020361	\$9,449.19	
	Direct Debit	October 2018	\$26,312.36	
	Payroll	October 2018	\$106,180.21	<b>\$841,903.49</b>
Trust	EFT	13081 - 13082,	\$1,106.43	
		13164 - 13165,		
		13171 - 13173		
	Cheque	003388 - 003389	\$1,050.00	
	Direct Debit	October 2018	\$1,304.00	<b>\$3,460.43</b>
Licensing Trust	EFT	13163, 13166	\$2,702.10	
	Direct Debit	October 2018	\$29,511.05	<b>\$32,213.15</b>
Edna Stevenson	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of October 2018</b>				<b>\$877,577.07</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 – October 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	EFT13080	EFT13081
Municipal	Cheque	020356	020357
Trust	Cheque	003387	003388
Edna Stevenson	Cheque	000061	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 \$877,577.07 have been made during the month of October 2018.*

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	13/11/2018
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 August 2018 to 28 September 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 August to 28 September 2018 for \$143.89.*

### **8.1.4 MONTHLY FINANCIAL REPORT**

Applicant:	Shire of Corrigin
Date:	15/11/2018
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – October 2018

#### **SUMMARY**

This report provides Council with the monthly financial report for the month ending 31 October 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 report, provided as Attachment 8.1.4.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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 month ending 31 October 2018 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE REPORTS

### 8.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	8/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 8.2.1 – CEO Performance Review Attachment

#### SUMMARY

The CEO Performance Review Occasional Committee is recommending that Council endorse the resolutions from the meeting held on 16 October 2018 regarding the CEO's performance.

#### BACKGROUND

Council appointed Mrs Natalie Manton as the Shire of Corrigin Chief Executive Officer (CEO) for a three year period commencing 6 March 2018 and expiring on 5 March 2021.

Clause 2.3 of the Contract of Employment provides that the appointment is subject to an initial probationary period of six months which was due in September 2018 but was deferred until October by mutual agreement between the CEO and Council.

The performance criteria outlined in Schedule 1- section 7 of the original contract were confirmed during a regular weekly meeting with the Shire President in June 2018.

To assist Council in the process of review the CEO prepared a confidential report outlining evidence of achievements measured against the performance criteria.

A survey was circulated to Council members prior to the meeting and were collated by the Shire President.

#### COMMENT

The purpose of the CEO Performance Review was to determine the performance of the CEO and to either confirm the employment, seek to extend the probationary period or to terminate the Contract.

#### STATUTORY ENVIRONMENT

Sections 5.38 and 5.39 (3) (b) and Regulation 18D of the Local Government Act 1995

#### POLICY IMPLICATIONS

5.21 CEO Performance Review

#### FINANCIAL IMPLICATIONS

CEO salary is contained in the 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
4.1.2	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:*

1. *Consider this confidential report and note the satisfactory nature of the CEO performance review outcome.*
2. *Resolve to adopt the report and that the CEO’s performance review for her initial probationary period resulted in a high level of satisfactory performance that exceeded the job requirement.*
3. *Resolve to confirm the permanent appointment of Natalie Manton as the CEO for the term of her employment contract with the Shire.*
4. *Develop, in conjunction with the CEO and the Shire President, the key performance indicators that will apply for the annual review, which is to be held shortly after the twelve-month anniversary of her commencement on 6 March 2018.*
5. *Resolves to increase the Total Reward Package to \$170,262 in accordance with clause 5.1 of the employment contract.*

## 8.2.2 RATE EXEMPTION MASONIC LODGE

Applicant:	Shire of Corrigin
Date:	8/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RV.0005; A858
Attachment Ref:	Attachment 8.2.2 - Masonic Lodge rate exemption request and Masonic Lodge Registration as Charitable Organisation

### SUMMARY

Correspondence has been received from the Corrigin Masonic Lodge requesting a rate exemption for the property at Lot 178, 25 Kirkwood Street Corrigin.

### BACKGROUND

The Masonic Lodge is a community organisation working to establish and provide care for the community. Freemasons place emphasis on strengthening individual character, improving moral and spiritual outlook and broadening mental horizons to improve their community. The Corrigin Masonic Lodge are currently working towards replacing the ceiling and roof on the building which was built in 1927.

Section 6.26(2) (g) of the *Local Government Act 1995* provides a rates exemption for 'land used exclusively for charitable purposes'. 'Charitable purposes' is not currently defined in the *Local Government Act 1995* or other statutes; rather charity is defined at common law.

The definition is largely based on the categories of charitable as follows –

- trusts for the relief of poverty;
- trusts for the advancement of education;
- trusts for the advancement of religion; and
- trusts for other purposes beneficial to the community;

The Corrigin Masonic Lodge provides a service to the community and their profits are used for the continual support of the community.

The rates levied for the 2018/19 financial year for the property have been paid. The correspondent requested that consideration be given to granting an exemption in future.

### COMMENT

Council has adopted a policy to ensure that organisations claiming an exemption from rates, particularly under the *Local Government Act 1995 Section 6.26 (2) (g)* are eligible. Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee. The policy also notes that Council will determine each case on merit through the monthly meeting process.

To become a licensed charity in Western Australia an organisation needs to lodge an application through the Charitable Collections Advisory Committee. The Corrigin Lodge is not listed as licensed charity on the WA Government Department of Mines, Industry Regulation and Safety Register of Licenced Charities. However, only organisations that raise funds in Western Australia, as defined by section 6 of the *Charitable Collections Act 1946*, are required to be licensed.

Section 6 includes fundraising activities such as doorknocking, telemarketing, television-radio appeals, street appeals, mail outs, entertainments, fetes, functions etc., as well as

advertising at certain types of events. It does not include funds raised through the sale of goods where valuable consideration is involved such as the sale of confectionery.

Organisations that do not raise funds by any of the above methods do not need to be licensed. For example, raising funds through government and Lotterywest grants, membership subscriptions, gaming machines etc. do not constitute fundraising for which a licence is required. It is not necessary to obtain a licence to qualify for government grants, tax deductibility status and other taxation exemptions or benefits.

The Corrigin Masonic Lodge operates under the umbrella of the state Masonic Lodge which is registered with the Australian Charities and Not for Profit Commission.

The Shire of Corrigin currently grants rate exemptions to churches, Red Cross and Senior Citizen's Committee.

### **STATUTORY ENVIRONMENT**

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

*Local Government Act 1995 – Section 2.7 Role of council*

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

### **POLICY IMPLICATIONS**

Policy 2.8 Charitable Organisations

To ensure that organisations claiming an exemption from rates, particularly under the *Local Government Act 1995 Section 6.26 (2) (g)* are eligible.

Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

### **FINANCIAL IMPLICATIONS**

Reduced revenue of approximately \$670 in 2019/20 and future 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
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER’S RECOMMENDATION**

*That Council grant a rate exemption to the Corrigin Masonic Lodge for the property at Lot 178, 25 Kirkwood Street Corrigin from the 2019/20 financial year.*

### 8.2.3 ROE REGIONAL ENVIRONMENTAL HEALTH SCHEME MOU

Applicant:	Shire of Corrigin
Date:	12/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.3 - Roe Regional Environmental Health Scheme MOU

#### SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Regional Environmental Health Scheme Memorandum of Understanding which expired on 30 June 2017.

#### BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the member Councils as well as the Shire of Lake Grace. The Environmental Health Service is administered by the Shire of Corrigin and employs 1.2 full time equivalent staff. The service operates under an existing Memorandum of Understanding (MOU) between the Councils and it is proposed that the current arrangement be extended for a term 1 July 2018 and to 30 June 2023.

The existing RoeROC Regional Health Scheme MOU was reviewed by the Chief Executive Officers of the member councils on 4 October 2018 and the revised draft was presented to the RoeROC meeting held on 1 November 2018 in Kulin. The following resolution was passed:

Resolution 03/1018

*That the RoeROC Regional Health Scheme MOU be adopted, subject to approval by the Shire of Lake Grace.*

The following comments were received from Lake Grace

- Item 1.1.4 Costs Schedule means Schedule 1 – what was previously called Cost Schedule is now referred to as Visitation Schedule. This may cause confusion in the future.
- Term Item 2.1 refers to a three (3) year period 1 July 2018 to 30 June 2023 – Are you considering a 3 or 5 year MOU?

#### COMMENT

The RoeROC delegates have reviewed and present a draft copy of the Roe Regional Environmental Health Scheme MOU for the period 1 July 2018 to 30 June 2023 for Council endorsement and finalisation.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

#### POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

Scheme costs and administration costs are included in the annual budget each year based on the visitation schedule included in schedule 1 of the MOU.

Shire of Corrigin Roe Regional Environmental Health Scheme salaries and on costs included in budget allocations.

## COMMUNITY AND STRATEGIC OBJECTIVES

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 1.3 – Well supported and diverse industry

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in LTFP and annual budgets

### 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:*

1. *Endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2018 to June 2023.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

## 8.2.4 ROE REGIONAL ORGANISATION OF COUNCILS MOU

Applicant:	Shire of Corrigin
Date:	13/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.4 - RoeROC Memorandum of Understanding

### SUMMARY

This items seeks Council endorsement of an extension to the existing Roe Regional Organisation of Councils Memorandum of Understanding

### BACKGROUND

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

The RoeROC was established to:

- To enhance and assist in the advancement of the Region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- To encourage cooperation and resource sharing on a regional basis.
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC may include:

#### Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

#### Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- The marketing and development of the Roe Regional Tourism Strategy.
- The marketing and promotion of events and attractions.
- Coordinating and/or staging events in the South Eastern Wheatbelt region to maximise community benefit.

#### Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- Enhance the finance/compliance capability of individual councils.
- Joint purchasing of plant items.
- Facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blue print for successful joint arrangements.

- Establish a central facility for local government functions such as rating, accounting and records management.
- Develop the capacity as a group to tender for and undertake major and minor works.

### **Economic and Community Building**

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- Developing and implementing alternative power systems in the region using renewable resources.
- Lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

### **Health and Community Services**

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

### **Environment**

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

### **Recreation**

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

### **Transport**

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.



The existing RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 4 October 2018 and the revised draft was presented to the RoeROC meeting held on 1 November 2018 in Kulin. The following resolution was passed:

Resolution 04/1018

*That subject to clarifying years of tenure and rotation the RoeROC MOU be adopted.*

The following changes were made to the MOU for clarification as per the resolution:

5.3.1 Election of Chairperson and Deputy Chairperson

- The members of the RoeROC shall elect a Chairperson, Deputy Chairperson and secretariat on a rotational basis as decided by Member Councils following the bi-annual local government elections:
- If the office of Chairperson or Deputy Chairperson becomes vacant or are absent from meetings then the members of RoeROC shall elect a new Chairperson or Deputy Chairperson, as the case requires.

**COMMENT**

The previous Memorandum of Understanding expired on 30 June 2018. The RoeROC delegates reviewed the MOU at the RoeROC meeting and present a draft copy of the MOU from 1 July 2018 to 30 June 2023 for Council endorsement and finalisation.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Member Councils are required to make an annual financial contribution towards the operations of RoeROC as determined by RoeROC, the contributions to be in equal shares, and may also be requested to contribute towards specific projects or initiatives of RoeROC.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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 1.3 – Well supported and diverse industry**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in LTFP and annual budgets

**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:*

1. *Endorse the RoeROC Memorandum of Understanding for the period 1 July 2018 to June 2023.*
2. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.*

### 8.2.5 DUAL FIRE CONTROL OFFICERS 2018/2019

Applicant:	Shire of Kondinin
Date:	23/10/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	NIL

#### **SUMMARY**

The Shire of Kondinin has requested the Shire of Corrigin appoint dual fire control officers for the 2018/2019 bush fire season.

#### **BACKGROUND**

The Shire of Corrigin has received a letter from the Shire of Kondinin requesting the following person be appointed as a dual fire control officer in the Shire of Corrigin for the 2018/2019 bush fire season:

Shire of Kondinin:

- Phillip Browning

#### **COMMENT**

Fire Control Officers who adjoin neighbouring shires require the adjoining shires approval to act as a Dual Fire Control Officers.

#### **STATUTORY ENVIRONMENT**

Bush Fires Act 1954

#### **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: 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 legislative compliance		
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 appoint the following dual fire control officer in the Shire of Corrigin for the 2018/2019 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that dual fire control officers are not permitted to issue burning permits within the Shire of Corrigin:*

*Shire of Kondinin:  
 Phillip Browning*

## 8.2.6 CORRIGIN BOWLING CLUB – WAIVER OF RUBBISH TIP FEES

Applicant:	Shire of Corrigin
Date:	13/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RCS.0001
Attachment Ref:	NIL

### SUMMARY

This item seeks Council approval to waive the fee for the disposal of concrete by the Corrigin Bowling Club at the Corrigin Rubbish Tip.

### BACKGROUND

Council has previously indicated support for the installation of synthetic greens at the Corrigin Bowling Club and passed the following resolution in September 2017:

*(203/2017)*

*That Council:*

*Allocates sufficient funds as part of the Long Term Financial Plan in the 2017/18 and 2018/19 Budgets for the completion of the required works based on an allocation of \$130,000 by the Shire of Corrigin, one third from the Department of Local Government, Sport and Cultural Industries and the remainder from the Corrigin Bowling Club. Any cost overruns to be provided by the Corrigin Bowling Club.*

The Corrigin Bowling Club were unsuccessful in obtaining grant funding for their project and elected to fund the installation of synthetic greens from donations and debentures.

When the existing grass was removed in August 2018 the subsoil was found to be high in clay and it was necessary to excavate the area to a depth of 600mm and fill with clean sand to avoid drainage issues in future.

The club was keen to avoid any delays with the contractor and ensure that the bowling greens were installed prior to the 2018 bowling season.

The Shire of Corrigin assisted the club to complete the earthwork through private works charges of approximately \$25,000 on a cost recovery basis.

During the excavation and site clean-up a fee was incurred by the Corrigin Bowling Club for the disposal of concrete at the Corrigin Rubbish Tip.

### COMMENT

The Corrigin Bowling Club members have volunteered a significant amount of hours and raised considerable funding through fundraising activities to complete the installation of the new synthetic bowling greens. The Corrigin Bowling Club have requested that Council waive the fees for the disposal of concrete at the Corrigin Rubbish Tip.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 s 6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

Delegation from Council to CEO

To exercise the powers and discharge the duties of the local government under section 6.12(1)(b), 6.12(1)(c) and 6.12(3) of the Local Government Act 1995.

Conditions

1. Any waiver or granting of a concession shall only be for up to \$2000 and considered solely on its merits.
2. Any debt write off approved shall be less than \$1,000 if it is more than 12 months old or less than \$200 if it is between 90 days and 12 months old.
3. Any waiver of fees shall be up to \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a community group or for a community purpose. Where a waiver of a fee is sought, the Chief Executive Officer will consult with the Shire President.

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Impact on 2018/2019 Annual Budget by reduced fees and changes of \$2,400.

**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 Asset Management Plans and Long Term Financial Plan.

**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	3.1.1.1	Provide support in leadership and governance of local sports clubs and groups.
		3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities.
3.1.2	Continue to provide infrastructure to support social wellbeing of the community	3.1.2.1	Provide well serviced and maintained infrastructure that can be utilised by the community for the provision of social and wellbeing activities in accordance with asset management plan.

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council waive the fees of \$2,400 incurred by the Corrigin Bowling Club for the disposal of concrete at the Corrigin Rubbish Tip for the synthetic bowling green project.*

## 8.2.7 EX GRATIA PAYMENT FOR PROPERTY DAMAGE

Applicant:	Shire of Corrigin
Date:	13/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	A723
Attachment Ref:	NIL

### SUMMARY

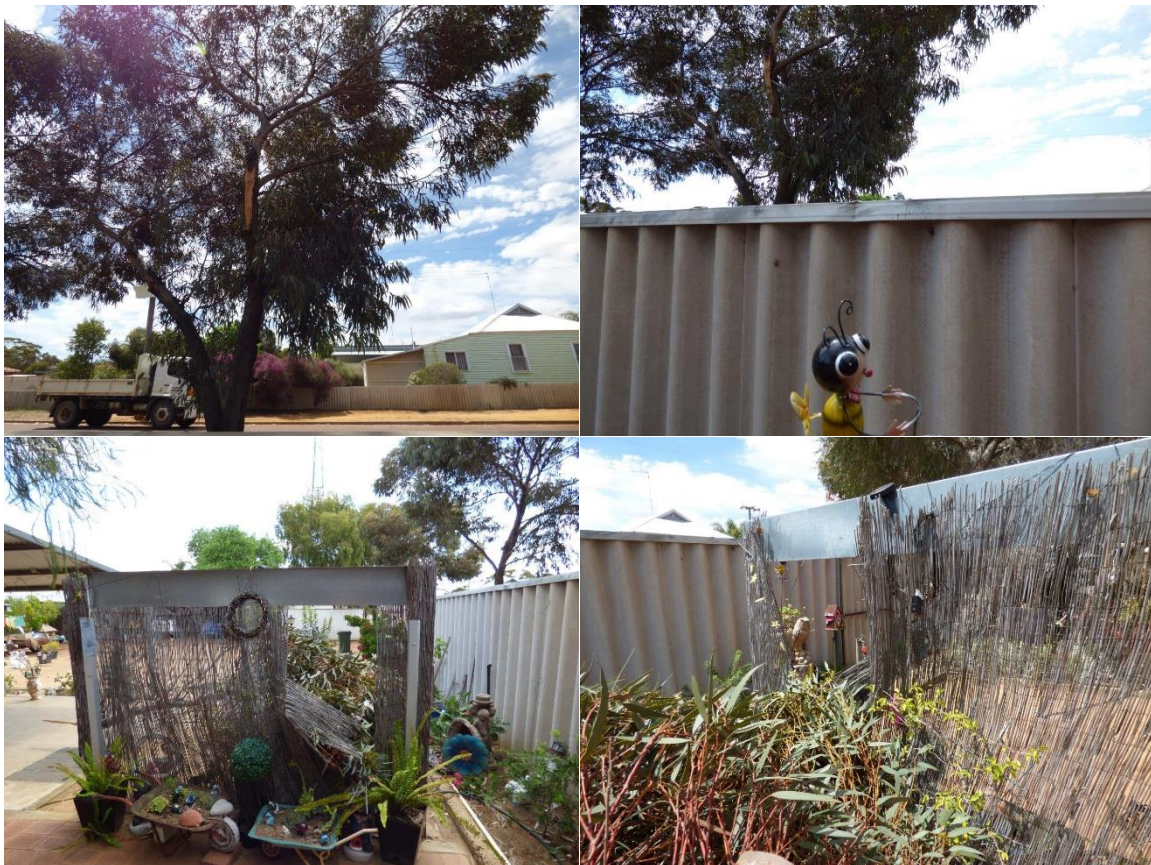
This item seeks Council endorsement of an ex gratia payment to M and E Rawes for damage to their property from a falling tree branch in a laneway in the townsite of Corrigin.

### BACKGROUND

The Shire of Corrigin has received a request from the owner of 32 Goyder Street Corrigin for compensation for damage to their property from a falling tree branch. The tree was located in the laneway behind the property. The property owner had previously asked for the trees on the Council owned laneway to be trimmed.

The Shire of Corrigin employees removed the fallen branch on 31 October 2018.

The damage was not sufficient to warrant an insurance claim from either the property owner or Shire of Corrigin.







**COMMENT**

Generally adjoining owners must pay half the cost of repairs unless the adjoining owners agree to an alternative arrangement or obtain a court ruling. The *Dividing Fences Act WA 1961* provides for specific situations when one owner who is ‘at fault’ pays the whole cost. These specific situations are where the fence is damaged by fire or by the falling of a tree, or part of it. There must be an element of neglect by the owner at fault in these specific situations.

Any agreement or contract relating to dividing fences between owners of adjoining land overrides the provisions of the *Dividing Fences Act 1961*.

The Shire of Corrigin does not admit any liability for causing the damage and is not obliged to make a payment for compensation as there was no evidence of negligence. However, compensation payments may be made ex gratia as a gesture of goodwill to compensate for accidental damage from the falling tree branch.

There are no Council policies or delegated authority that deal with matters such as this and hence the matter is referred to Council for a decision.

**STATUTORY ENVIRONMENT**

*Dividing Fences Act WA 1961.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Ex gratia payment of \$150

**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
2.2.1	Review and implement asset management plans within available resources	2.2.1.4	Manage existing building and structures to ensure they are safe and comply with legislative requirements

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council make an ex gratia payment to the owner of 32 Goyder Street Corrigin in the form of a Corrigin Hardware voucher to the value of \$150 voucher as a goodwill gesture in compensation for damage to their property from a fallen branch on Council owned land.*

## 8.2.8 CHRISTMAS AND NEW YEAR PERIOD TRADING EXTENSION

Applicant:	Shire of Corrigin
Date:	14/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0046
Attachment Ref:	NIL

### SUMMARY

The Department of Mines, Industry Regulation and Safety Shire of Corrigin requests that the Shire of Corrigin consider extensions to retail trading hours over the Christmas and New Year period.

### BACKGROUND

Retail trading hours provide times when retailers in Western Australia can open for business. In some cases the type of business dictates the hours that the business can be open to customers. There are also times throughout the year when extended trading may apply such as over the Christmas period or on some public holidays.

All shops are regarded as general retail shops unless they fall under any one of the other categories including: small retail shops, special retail shops, filling - service stations or motor vehicle shops.

Regional Local Governments asked to consider extended trading hours based on the metropolitan trading hours as published on the Department of Commerce website for Western Australia.

### COMMENT

Council support for extended trading over the Christmas and New Year period would not prevent local businesses from exercising their right to individual discretion on whether to open or not during the proposed trading extension.

Several local businesses were consulted and most indicated that they were not likely to open for extended hours over the Christmas and New Year period.

### STATUTORY ENVIRONMENT

*Retail Trading Hours Act 1987*

### 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: Economic**

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

**Outcome 1.3 – Well supported and diverse industry**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in LTFP and annual budgets

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*Advise the Department of Mines, Industry Regulation and Safety that the Shire of Corrigin supports the proposed extension to trading hours over the Christmas and New Year period and, should approval be granted, that traders will be advised of their right to exercise discretion as to whether to open during extended trading hours.*

## 8.3 WORKS AND GENERAL PURPOSES

### 8.3.1 WANDRRA PROJECT PROGRESS REPORT

Applicant:	Ian Gilmore, Associate, Core Business Australia
Date:	13/11/2018
Reporting Officer:	Ian Gilmore, Associate, Core Business Australia
Disclosure of Interest:	NIL
File Ref:	ROA.0037
Attachment Ref:	NIL

#### 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 below.

#### Progress to date

The works programme has been highly productive during September and October with actual re-sheet rates below budgeted costs.

#### Methodology

- Engaged 2<sup>nd</sup> 6 wheel water truck
- Laid off two side tippers

#### Recommendations

##### Gravel Sources

Gravel stockpiling has ceased due to a reduced re-sheet programme. Bullaring Contractors have continued with gravel pit rehabilitation.

##### Schedule

RDH has reduced trucks from 4 to 2 due to the directive of MRD and the Shire to reduce flood damage repairs to spot sheet and patch sheeting.

Culvert crew will be finished by the end of this work period.

**Project Progress**

Next Stage Completion

1. Crossland
2. George
3. Pruden
4. Bartlett
5. Connelly

Completed Roads

1. Gnerkadilling. (16<sup>th</sup> Nov)
2. Tulloch
3. Parsons- South Bruce Rock Rd
4. Nambadilling

SHIFT/DATE	13th Nov	22nd Nov	RDO	27th Nov	6th Dec	RDO	11th Dec	20th Dec
			Swing 23			Swing 24		
<b>Re- sheet</b>								
Gnerkadilling								
Crossland								
Pruden/George								
Bartlett								
Connelly								

**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.*

### 8.3.2 ACCEPTANCE OF BITUMEN TENDER

Applicant:	Shire of Corrigin
Date:	13/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0020
Attachment Ref:	Confidential Attachment 8.3.2 - Tender 4 - 2018- Supply and Lay of Bitumen Products including Aggregate 2018/19

#### SUMMARY

This item seeks to advise Council of the submissions received in relation to RFT 4 -2018 Supply and Lay of Bitumen Products including Aggregate 2018/19 and recommends the best value for money tender for the purpose of awarding a contract.

#### BACKGROUND

Council has made allowance in the 2018/19 Budget for bitumen road works in accordance with the road works program. Tenders were called via the WA Local Government Association (WALGA) e-quotes on 19 October and closed on 5 November 2018.

The request for tender for the application of bitumen spray seals included:

- Seal design;
- Supply and application of hot sprayed cutback bitumen;
- Supply, precoat and spread of aggregate;
- Pre and post seal application sweeping;
- Rolling; and
- Traffic control during spray seal works.

The following indicative schedule of works was included as part of the tender:

Location	Length (m)	Width (m)	Area (m <sup>2</sup> )	Material Cover	Seal Type	Cover Size (mm) 1 <sup>st</sup> Coat	Cover Size (mm) 2 <sup>nd</sup> Coat
Corrigin - Naremben Rd	3,000	8	24,000	Aggregate	Prime	14	N/A
Corrigin - Naremben Rd	4,325	8	34,600	Aggregate	Reseal	N/A	10
Babakin Corrigin Rd	3,000	7	21,000	Aggregate	Prime	14	N/A
Babakin Rd	1,000	8	1,000	Aggregate	Reseal	N/A	10
Bulyee Rd	1,000	8	8,000	Aggregate	Prime	14	N/A
Bulyee Rd	1,000	8	8,000	Aggregate	Reseal	N/A	10
Various	5,000	3.6	18,000	Aggregate	Reseal	N/A	7

Submissions were received from the following companies:

- Bitutek
- Fulton Hogan, and
- Colas.

Bitumen Surfacing notified the Shire of Corrigin that they did not intend to submit a tender due to existing contract commitments.



**COMMENT**

Tender submissions were evaluated by a panel comprising the Natalie Manton, Chief Executive Officer; Greg Tomlinson, Manager of Works and Nick Darke, General Hand – Technical against pre-determined selection criteria.

Evaluation Criteria

Item No	Description	Weighting
1	Tendered Price(s) - Any related factors affecting the total cost including early settlement discounts. - Lifetime costs. - Contract management cost.	70 %
2	Demonstrated Recent Experience - Providing services of a similar size and scope. - Quality and standard of work. - Timeliness of work and productivity. - Maximise net benefit of the services to the Shire of Corrigin.	10 %
3	Recent Customers - Referees. - Satisfaction of work completed on time - Within budget - Meets required standard. - Reliability- adherence to response times. - Condition of equipment. - Ability to work safely	10%
4	Regional Price Preference - Price preference 10 % to tenderers in Shire of Corrigin	10%

The submissions received were professional, detailed and addressed the criteria with the exception of Bitumen Surfacing who elected not to submit a tender price.

The Shire of Corrigin has worked with all three tenderers in the past and was satisfied with their work.

All tenderers scored similarly on the qualitative criteria assessment with all having similar experience in providing bitumen products and services to Western Australian local governments.

A confidential report outlining the tender prices is contained in Attachment 8.3.2.

The following table details the combined assessment of each tender against the evaluation criteria.

**Evaluation for Bitumen Combined Scores**

Average Lump Sum Price = \$455,766  
 Comparison (using average) - avg price = 2.5 score

Tendered Price	Operator Skill and Experience	Recent customers	Regional Price Preference
70%	10%	10%	10%
The tendered price(s) will be considered along with related factors affecting the total cost to the Principal. Early settlement discounts, lifetime costs, Principal's contract management costs	<ul style="list-style-type: none"> <li>Organisations to demonstrate recent experience with providing services of a similar size and scope.</li> <li>Quality and standard of work</li> <li>Timeliness of work (productivity)</li> <li>Other issues or matters to maximise net benefit of the services to the Shire of Corrigin</li> </ul>	<ul style="list-style-type: none"> <li>Contact most recent referees and check: Size &amp; Type of works conducted, Any excessive bills and frequency of, Satisfaction of works completed -on time, within budget, to required standards. Reliability -adherence to response times. Condition of equipment, Ability to work safely</li> </ul>	Regional Price Preference of 10% for tenderer's in Shire of Corrigin

Applicant	General Notes Provide comment when score >3<	Score 0-5	Weighted Score	Score 0-5	Weighted Score	Score 0-5	Weighted Score	Score 0-5	Weighted Score	TOTAL weighted score	RANKING
Bitutek		12	168.0	15	30.0	15	30.0	0.00	0.0	228.0	2
Fulton Hogan	Subject to rise and fall	9	126.0	12	24.0	14	28.0	0.00	0.0	178.0	3
Colas	Subject to rise and fall	15	210.0	15	30.0	15	30.0	0.00	0.0	270.0	1
Bitumen Surfacing	no tender submitted	0	0.0	0	0.0	0	0.0	0.00	0.0	0.0	4

Based on the combined evaluation scores the submission by Colas was deemed to represent the best value for money at a total cost of \$432,946.

**STATUTORY ENVIRONMENT**

Tenders were invited in accordance with the requirements of section 3.57 (1) of the *Local Government Act 1995* which requires a local government to invite tenders before it enters a contract to supply goods and services. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

**POLICY IMPLICATIONS**

**2.9 Purchasing Policy**

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 4.5 of this policy is not deemed to be suitable.

**4.5 Tendering Exemptions**

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

**FINANCIAL IMPLICATIONS**

Purchase of bitumen in accordance with budget provisions to the value of \$432,946.

**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:*

1. *That Council accepts the tender submitted by Colas for Tender 4 – 2018 VP125506 – Supply and Lay of Bitumen Products including Aggregate 2018/19 at a total cost of \$432,946 subject to rise and fall provisions.*

### 8.3.3 RAV ASSESSMENT

Applicant:	Shire of Corrigin
Date:	13/11/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT001
Attachment Ref:	Attachment 8.3.3 - RAV Preliminary Assessment

#### SUMMARY

Council is requested to consider the roads submitted to Main Roads by transport operators and local growers for assessment of the roads to determine if suitable to add to the Restricted Access Vehicle Network (RAV).

#### BACKGROUND

Main Roads Heavy Vehicle Services (HVS) has received applications from transport operators and local growers to add the following section of road(s) onto the Restricted Access Vehicle (RAV) Network:

Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Harvest Mass Manage Approved
Middleton Rd	Corrigin South Rd (13.1)	Rabbit Proof Fence Rd (17.94)	Nil	7	4
	Middleton Rd (0.00)	Corrigin South Rd (13.1)	4	7	4
Rabbit Proof Fence Rd	Brookton-Corrigin Rd & Quairading - Corrigin Rd (0.00)	Rabbit Proof Fence Rd Nth (29.31)	5	7	4
Bullaring-Gorge Rock Rd	Wickepin - Corrigin Rd (0.00)	Corrigin Kondinin Rd (24.46)	4	7	4
Parsons Rd	Bilbarin East Rd (0.00)	Nambadilling Rd (16.06)	Nil	4	4
Sorenson Rd	Bilbarin - Quairading Rd (0.00)	End of road (2.7)	Nil	4	4
Corrigin-Wogerlin Rd	Babakin - Corrigin Rd (0.00)	Bilbarin - Quairading Rd (12.71)	Nil	4	4
Vivian Rd	Rabbit Proof Fence Rd (0.00)	Corrigin South Rd (5.15)	Nil	7	4
Sixty Eight Gate Rd	Rabbit Proof Fence Rd (0.00)	Wickepin - Corrigin Rd (7.72)	Nil	4	4

Williams Rd	Pannell Rd (0.00)	Williams Rd (0.97)	Nil	4	4
Pannell Rd	Bilbarin - Quairading Rd (0.00)	Pannell Rd (9.78)	Nil	4	4
Old Kulin Rd	Doyles North Rd & Middleton Rd (0.00)	Bullaring - Gorge Rock Rd (6.29)	Nil	7	4
Schultz Rd	Corrigin South Rd (0.00)	Corrigin Kondinin Rd (6.12)	Nil	7	7
Hartley Rd	Bullaring - Gorge Rock Rd (0.00)	Schultz Rd (5.52)	Nil	7	7
Corrigin South Road	CBH Access Rd (0.75)	Schultz Rd (10.837)	4	7	
Schultz Road	Corrigin South Rd (0.00)	Farm Gate (1.14)	Nil	7	
Corrigin-Bruce Rock Road	Brookton Hwy (0)	Parsons Road (10.079)	6	7	
Rabbit Proof Fence Road	Brookton Hwy (0)	Jenkyn Rd (8.013)	5	7	

Main Roads Heavy Vehicle Services (HVS) has requested that the Shire of Corrigin provide any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above road(s) onto the RAV network.

The attached preliminary assessment checklist identifies any significant deficiencies that may render the road(s) unsuitable for RAV access.

If the road is deemed unsuitable to be added to a RAV network when assessed it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

Permits are required for all operators of Class 2 and 3 Restricted Access Vehicles (RAVs) to access the heavy vehicle network. Examples of Class 2 and 3 RAVs include B-doubles, road trains and truck and trailers.

RAV Networks 2 to 7 and 9 to 10 consists of some Low Volume roads that do not strictly comply with the assessment guidelines. These roads have been approved due to the low traffic volumes and are subject to the following additional conditions:

(a) "Type A" Low Volume roads:

- Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
- Operation is not permitted while the school bus is operating on the particular road.

- Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road;
- Headlights must be switched on at all times;
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

(b) "Type B" Low Volume roads:

All conditions stipulated in subclause 8.3(a) for "Type A" Low Volume roads apply; and

- For a single lane road, the road must not to be entered until the driver has established via radio contact that there is no other RAV on the road travelling in the oncoming direction, and
- The RAV must not exceed a speed of 40 km/h.

This report recommends that Council consider adding the following roads to the RAV networks:

Road Name	From Location (SLK)	To Location (SLK)	Current Network	Assess to RAV
Middleton Rd	Corrigin South Rd (13.1)	Rabbit Proof Fence Rd (17.94)	Nil	4 to 7
	Middleton Rd (0.00)	Corrigin South Rd (13.1)	4	4 to 7
Rabbit Proof Fence Rd	Brookton-Corrigin Rd & Quairading - Corrigin Rd (0.00)	Rabbit Proof Fence Rd Nth (29.31)	5	4 to 7
Bullaring-Gorge Rock Rd	Wickepin - Corrigin Rd (0.00)	Corrigin Kondinin Rd (24.46)	4	4 to 7
Parsons Rd	Bilbarin East Rd (0.00)	Nambadilling Rd (16.06)	Nil	4 to 7
Sorenson Rd	Bilbarin - Quairading Rd (0.00)	End of road (2.7)	Nil	4 to 7
Corrigin-Wogerlin Rd	Babakin - Corrigin Rd (0.00)	Bilbarin - Quairading Rd (12.71)	Nil	4 to 7
Vivian Rd	Rabbit Proof Fence Rd (0.00)	Corrigin South Rd (5.15)	Nil	4 to 7

Sixty Eight Gate Rd	Rabbit Proof Fence Rd (0.00)	Wickepin - Corrigin Rd (7.72)	Nil	4 to 7
Williams Rd	Pannell Rd (0.00)	Williams Rd (0.97)	Nil	4 to 7
Pannell Rd	Bilbarin - Quairading Rd (0.00)	Pannell Rd (9.78)	Nil	4 to 7
Old Kulin Rd	Doyles North Rd & Middleton Rd (0.00)	Bullaring - Gorge Rock Rd (6.29)	Nil	4 to 7
Schultz Rd	Corrigin South Rd (0.00)	Corrigin Kondinin Rd (6.12)	Nil	4 to 7
Hartley Rd	Bullaring - Gorge Rock Rd (0.00)	Schultz Rd (5.52)	Nil	4 to 7
Corrigin South Road	CBH Access Rd (0.75)	Schultz Rd (10.837)	4	4 to 7
Schultz Road	Corrigin South Rd (0.00)	Farm Gate (1.14)	Nil	4 to 7
Corrigin-Bruce Rock Road	Brookton Hwy (0)	Parsons Road (10.079)	6	4 to 7
Rabbit Proof Fence Road	Brookton Hwy (0)	Jenkyn Rd (8.013)	5	4 to 7

**COMMENT**

It is recommended that Council submits the identified roads for assessment by Main Roads for addition to the RAV networks.

Transport operators are requesting assessment of RAV 7 to use C trains which are the same length as a RAV 5 but with an extra axle.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

**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: 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.
		1.1.1.3	Road asset management plan and footpath management plan to be incorporated in the review and expansion of the Asset Management Plan (AMP)

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council submits the following roads for assessment by Main Roads WA for addition to the RAV networks and recommends the conditions as outlined in Attachment 8.3.3 be imposed:*

Road Name	From Location (SLK)	To Location (SLK)	Current Network	Assess to RAV
Middleton Rd	Corrigin South Rd (13.1)	Rabbit Proof Fence Rd (17.94)	Nil	4 to 7
	Middleton Rd (0.00)	Corrigin South Rd (13.1)	4	4 to 7
Rabbit Proof Fence Rd	Brookton-Corrigin Rd & Quairading - Corrigin Rd (0.00)	Rabbit Proof Fence Rd Nth (29.31)	5	4 to 7
Bullaring-Gorge Rock Rd	Wickepin - Corrigin Rd (0.00)	Corrigin Kondinin Rd (24.46)	4	4 to 7
Parsons Rd	Bilbarin East Rd (0.00)	Nambadilling Rd (16.06)	Nil	4 to 7
Sorenson Rd	Bilbarin - Quairading Rd (0.00)	End of road (2.7)	Nil	4 to 7



<i>Corrigin-Wogerlin Rd</i>	<i>Babakin - Corrigin Rd (0.00)</i>	<i>Bilbarin - Quairading Rd (12.71)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Vivian Rd</i>	<i>Rabbit Proof Fence Rd (0.00)</i>	<i>Corrigin South Rd (5.15)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Sixty Eight Gate Rd</i>	<i>Rabbit Proof Fence Rd (0.00)</i>	<i>Wickepin - Corrigin Rd (7.72)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Williams Rd</i>	<i>Pannell Rd (0.00)</i>	<i>Williams Rd (0.97)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Pannell Rd</i>	<i>Bilbarin - Quairading Rd (0.00)</i>	<i>Pannell Rd (9.78)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Old Kulin Rd</i>	<i>Doyles North Rd &amp; Middleton Rd (0.00)</i>	<i>Bullaring - Gorge Rock Rd (6.29)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Schultz Rd</i>	<i>Corrigin South Rd (0.00)</i>	<i>Corrigin Kondinin Rd (6.12)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Hartley Rd</i>	<i>Bullaring - Gorge Rock Rd (0.00)</i>	<i>Schultz Rd (5.52)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Corrigin South Road</i>	<i>CBH Access Rd (0.75)</i>	<i>Schultz Rd (10.837)</i>	<i>4</i>	<i>4 to 7</i>
<i>Schultz Road</i>	<i>Corrigin South Rd (0.00)</i>	<i>Farm Gate (1.14)</i>	<i>Nil</i>	<i>4 to 7</i>
<i>Corrigin-Bruce Rock Road</i>	<i>Brookton Hwy (0)</i>	<i>Parsons Road (10.079)</i>	<i>6</i>	<i>4 to 7</i>
<i>Rabbit Proof Fence Road</i>	<i>Brookton Hwy (0)</i>	<i>Jenkyn Rd (8.013)</i>	<i>5</i>	<i>4 to 7</i>

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

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

#### **Local Government Professionals Association of WA (LG Professionals WA) Annual Conference**

The CEO and Manager Finance recently attended the Local Government Professionals Association WA Conference at Crown in Perth. The conference was an opportunity to hear from some excellent guest speakers and participate in workshops as well as networking with colleagues.

A meeting of the Central Wheatbelt Branch of LG Professionals WA was held during the conference and the CEO was elected branch President. The branch has not met since March 2018 and is planning to hold two professional development days in next 12 months. The branch would like to encourage new members to increase their involvement in issues affecting the sector and explore opportunities to advance their career in local government industry.

#### **Wheatbelt Medical Student Immersion**

The CEO met with representatives of Rural Health West regarding the Wheatbelt Medical Student Immersion Program and has committed to hosting 20 medical student from 12-15 March 2019. The students from Curtin University and Notre Dame University will be billeted with Corrigin families during their stay to experience rural life and work and will participate in educational and social activities.

The Shire of Corrigin will provide in-kind contribution in the form of venue hire, use of the community bus, coordinating of host families and involving the students in community, social and sporting activities.

#### **Road Works**

Work has been completed on the widening and reconstruction of the 3km of the Babakin Corrigin to a seven metre seal. The works crew will then move to the Corrigin Narembeen Road reconstruction job.

**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 18 December 2018 at 3.00pm.

**17 MEETING CLOSURE**