



Agenda Attachments

November 2018

ATTACHMENT 7.1.1 PREVIOUS ORDINARY COUNCIL MEETING MINUTES

ATTACHMENT 7.2.1. CEO PERFORMANCE REVIEW MINUTES

ATTACHMENT 7.2.2. BUSH FIRE ADVISORY COMMITTEE MINUTES

ATTACHMENT 7.2.3. ROE TOURISM ASSOCIATION MINUTES

ATTACHMENT 7.2.4. ROE ROC MINUTES

ATTACHMENT 8.1.2 ACCOUNTS FOR PAYMENT – OCTOBER 2018

ATTACHMENT 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

ATTACHMENT 8.1.4. MONTHLY FINANCIALS – OCTOBER 2018 (Separate attachment)

ATTACHMENT 8.2.1 CEO PERFORMANCE REVIEW ATTACHMENTS

ATTACHMENT 8.2.2 MASONIC LODGE ATTACHMENTS

ATTACHMENT 8.2.3 ROE REGIONAL HEALTH SCHEME MOU

ATTACHMENT 8.2.4 ROEROC MOU

**ATTACHMENT 8.3.2 (CONFIDENTIAL) TENDER 4 - 2018- SUPPLY AND LAY
OF BITUMEN PRODUCTS INCLUDING AGGREGATE
2018/19**

ATTACHMENT 8.3.3 RAV PRELIMINARY ASSESSMENT



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 16 OCTOBER 2018



Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. L Baker opened the meeting at 3.06pm.

COUNCIL RESOLUTION

(164/2018) Moved: Cr Hickey Seconded: Cr Mason

The Ordinary Council Meeting was adjourned at 3.06 pm to conduct rates incentive prize draw.

Carried 6/0

COUNCIL RESOLUTION

(165/2018) Moved: Cr Weguelin Seconded: Cr Gilmore

That Ordinary Council meeting was reconvened at 3.09pm

Carried 6/0

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE

Shire President

Cr. L Baker

Deputy Shire President

Cr. D L Hickey

Cr. M B Dickinson

Cr. F R Gilmore

Cr. J A Mason

Cr. M A Weguelin

Chief Executive Officer

N A Manton

Governance Executive Officer

J K Baker

APOLOGIES

NIL

LEAVE OF ABSENCE

Cr. S G Hardingham

Cr Mason requested a leave of absence from Council on Tuesday 18 December 2018.

COUNCIL RESOLUTION

(166/2018) Moved: Cr Hickey Seconded: Cr Gilmore

That Cr Mason be granted a leave of absence from Council on Tuesday 18 December 2018.

Carried 6/0

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

NIL

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

NIL

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 18 September 2018 (Attachment 7.1.1).

COUNCIL RESOLUTION

(167/2018) Moved: Cr Hickey Seconded: Cr Gilmore

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 September 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 ROEROC MEETING

Minutes of the RoeRoc meeting held on Thursday 20 September 2018 (Attachment 7.2.1).

COUNCIL RESOLUTION

(168/2018) Moved: Cr Hickey Seconded: Cr Weguelin

That the minutes of the RoeRoc meeting held on Thursday 20 September 2018 (Attachment 7.2.1) be received.

Carried 6/0

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:	5/10/2018
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – SEPTEMBER 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	9	62	Movie Club Fees	10	20
Photocopying / Printing / Faxing	36	131	Phonebook Sales	26	94
Laminating / Binding / Folding	5	18	Moments In Time Books	1	2
Sec. Services / Scans / CD Burning	4	21	Book Sales	0	0
Room Hire	5	17	Wrapping Paper / Postcard Sales	0	9
Equipment Hire	1	3	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	6	12	Phone calls	1	1
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	61		Total:	38	
<i>Monthly People through:</i>	99				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	YTD AS OF JULY 18	SERVICE	MTHLY	YTD AS OF JULY 18
Phonebook Enquiries	2	10	University Exams	0	0
Tourism	76	172	Broadband for Seniors / Webinars	9	23
Government Access Point	0	5	General Enquires (Face/Email/Website)	132	536
Community Information	58	174	Corrigin Toy Library	9	29
Conf. / Vid Conf. / Training /	40	189	TR Homes (Referrals)	0	0
Total:	176		Total:	150	
<i>Monthly People through:</i>	326				

TOTAL FOR THE MONTH OF SEPTEMBER: 425

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – SEPTEMBER 2018			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Forrest Personnel – Disability Services	3	Professional Office	Commercial Booking
Movie Club	10	Conference Room	N/A
ALW – Crochet Market Bag	13	Conference Room	N/A
SMYL – Parenting Services	4	Professional Office	Commercial Booking
Forrest Personnel – Disability Services	2	Professional Office	Commercial Booking
CBH – Training	8	Conference Room	Commercial Booking
CBH – Training	8	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										

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

COUNCIL RESOLUTION

(169/2018) Moved: Cr Weguelin Seconded: Cr Gilmore
 That Council receives the Corrigin Community Resource Centre Report.

Carried 6/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	5/10/2018
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 – September 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 September 2018 are provided as Attachment 8.1.2 – Accounts for Payment – September 2018.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$713.35.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	12963 - 13020,		
		13029 - 13078	\$693,277.29	
	Cheque	020349 - 020356	\$34,244.73	
	Direct Debit	September 2018	\$26,491.34	
	Payroll	September 2018	\$104,597.24	\$858,610.60
Trust	EFT	13021 - 13028	\$4,392.55	
	Cheque	003387	\$50.00	
	Direct Debit	September 2018	\$640.00	\$5,082.55
Licensing Trust	EFT	13079 - 13080	\$2,992.30	
	Direct Debit	September 2018	\$38,709.50	\$41,701.80
Edna Stevenson	Cheque	000061	\$1,171.15	\$1,171.15
Total Payments for the Month of September 2018				\$906,566.10

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 - September, 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	EFT12962	EFT12963
Municipal	Cheque	020348	020349
Trust	Cheque	003386	003387
Edna Stevenson	Cheque	000060	000061

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

COUNCIL RESOLUTION

(170/2018) Moved: Cr Gilmore Seconded: Cr Mason

That Council reviews the list of accounts paid and acknowledges that payments totalling \$906,566.10 have been made during the month of September 2018.

Carried 6/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8/10/2018
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 28 July 2018 to 28 August 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

COUNCIL RESOLUTION

(171/2018) Moved: Cr Mason Seconded: Cr Weguelin

That Council in accordance with Attachment 8.1.3 endorse credit card payments made for the period 28 July to 28 August 2018 for \$1,559.03.

Carried 6/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/10/2018
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – September 2018

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 September 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

COUNCIL RESOLUTION

(172/2018) Moved: Cr Weguelin Seconded: Cr Mason

That Council accept the Statement of Financial Activity for the month ending 30 September 2018 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 6/0

8.2 GOVERNANCE AND COMPLIANCE REPORTS

8.2.1 REGISTER OF POLICIES REVIEW

Applicant:	Shire of Corrigin
Date:	8/10/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.1 – Register of Policies – review 2018

SUMMARY

This report relates to the review of Council's existing register of policies that was last reviewed and adopted by Council in October 2017.

BACKGROUND

The Register of Policies is to be reviewed annually by the office of CEO and is to be taken to Council for consideration and adoption.

COMMENT

The objectives of the register of policies are to:

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

Attachment 8.2.1 shows the changes throughout the document to draw attention to any minor amendments that have been made to policies. The policies that have been highlighted in yellow have either had significant changes or are new policies.

The suggested changes are also referenced in the document control table at the beginning of the document.

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

Review of Council’s Register of Policies. Some minor and some significant changes will be made to the document.

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
4.1.1	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

COUNCIL RESOLUTION

(173/2018) Moved: Cr Hickey Seconded: Cr Weguelin

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

Adopt the amendments to policies as provided for in Attachment 8.2.1 – Register of Policies – review 2018 to become the new Shire of Corrigin Register of Policies.

Carried 6/0

8.2.2 ROE TOURSIM EXECUTIVE OFFICER AGREEMENT

Applicant:	Shire of Corrigin
Date:	10/09/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ED.0016
Attachment Ref:	NIL

SUMMARY

This item seeks Council endorsement of an extension to the existing Roe Tourism Executive Officer agreement which expired on 30 September 2018.

BACKGROUND

Roe Tourism Association (RTA) is made up of Shires of Bruce Rock, Corrigin, Narembeen, Kondinin, Kulin and Lake Grace. Each shire contributes \$2,500 towards the Executive Officer (EO) and a further \$2,500 for full membership for items such as: advertising, marketing, brochures and banners.

At the 10 April 2018 meeting the Roe Tourism committee endorsed the Shire of Corrigin as the Executive Officer (EO) for a six month term to bring the EO General Service Agreement in alignment with the Roe Tourism Association AGM in October 2018.

On Tuesday 15 May 2018 Council authorised the CEO to enter into a contract with the Roe Tourism Association Incorporation (RTA), for the provision of an EO for a term expiring 30 September 2018. The EO General Service Agreement was signed by RTA and the Shire of Corrigin on 18 June 2018 and this Agreement has now expired.

The Corrigin Community Resource Centre (CRC) Co-ordinator, Heather Ives, commenced as the EO on 8 June 2018 and has provided the service to RTA for the past four months. The RTA General Service Agreement currently provides funding of \$10,000 for 5 hours per week plus travel costs.

COMMENT

This is the first time the RTA has worked with the Shire of Corrigin and had a CRC in the EO role. Following the initial six month term of the agreement there is an opportunity for review and to decide whether to continue with the current arrangement.

The CEO supports the Corrigin CRC continuing to provide the EO support to the RTA as it delivers the following benefits:

- Professional and efficient administration and financial support.
- Efficiencies for each shire not having to have individual tourism staff.
- Consistent promotion and tourism messaging across the six shires.
- Increased reach of advertising.
- Co-ordinated approach to journey planning.
- Better industry networks.

The workload has been greater than the estimated five hours per week due to a backlog of issues to be resolved, amendments to the constitution as well as finalising and submitting grant applications. Once these tasks have been completed the EO position is realistically expected to require at least eight hours per week.

The position will require an increase in the EO services payments to \$15,000 per annum, for eight hours per week. Any additional special projects or funding agreements may require extra EO hours and/or will need to be completed by volunteers or committee members.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Roe Tourism contributions, wages, administration support and office overheads included in 2018/19 budget.

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 & Tourism Develop Strategy
		1.3.1.3	Economic & Tourism Develop strategies, programs & 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

COUNCIL RESOLUTION

(174/2018) Moved: Cr Dickinson Seconded: Cr Gilmore

That Council:

1. Authorise the CEO to enter into an Executive Officer General Service Agreement with Roe Tourism Association Incorporated for the period 1 October 2018 to 30 September 2021.
2. Negotiate an agreement to provide Executive Officer support to Roe Tourism Association at a cost of \$15,000 per annum for eight hours per week.

Carried 6/0

8.3 WORKS AND GENERAL PURPOSES

8.3.1 WANDRRA PROJECT PROGRESS REPORT

Applicant:	Ian Gilmore, Associate, Core Business Australia
Date:	9/10/2018
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

- Laid off Semi water truck until summer made possible by sourcing water from Dams
- Laid off one grader due to lack of trucks.
- Laid off one loader due to lack of trucks.

Recommendations

Gravel Sources

Gravel stockpiling is progressing well with seven pits scheduled to be completed by Christmas. The dozer will then go onto gravel pit rehabilitation.

Jobs Pits are exhausted however Peter Dickinson has offered us a new Pit off Pruden Rd that can be stockpiled after the Oats has been harvested.

Schedule

RDH were unable to source more trucks due to sub-contractors requiring a higher rate than RDH are currently charging. Therefore silt removal activities will be co-ordinated with the re-sheeting.

Culvert crew should be finished by Christmas.

Project Progress

Next Stage Completion

1. Tulloch – Current
2. Parsons- South Bruce Rock Rd
3. Nambadilling.
4. Gnerkadilling.

Completed Roads

1. Corrigin Wogerlin
2. Walton
3. Tilbee
4. Mulcahy
5. Branson
6. Parsons – Nth of Bruce Rock Rd

SHIFT/DATE	2nd Oct	11th Oct	RDO	16th Oct	25th Oct	RDO	30th Oct	8th Nov
	Swing 19			Swing 20			Swing 21	
Re- sheet								
X = Completed								
Tilbee								
Mulcahy								
Tulloch	5 km							
Branson								
Parsons South		X		4km				
Nambadilling					5km		3km	5km
Watters								
Pruden								
Gnerkadilling								
Crossland								
Silt pick-up								
Nambadilling							2km	
Gnerkadilling								

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

COUNCIL RESOLUTION

(175/2018) Moved: Cr Mason Seconded: Cr Hickey

That Council notes the WANDRRA Project Progress as provided in the report.

Carried 6/0

9 NOTICE OF MOTIONS FOR THE NEXT MEETING

NIL

10 CHIEF EXECUTIVE OFFICER'S REPORT

Spring Clean

The works staff have been working hard on keeping the town looking great for residents and visitors. Miss B's Park, the Skate Park and town gardens have been trimmed and the carpets at the Corrigin Recreation and Events Centre have been cleaned. The cricket pitch has been prepared and the pool has been refilled ready for the summer season.

Unfortunately we continue to experience problems with the Rotary Park toilets and had to close them over the past few weeks. We are working to get the plumbing system fixed as soon as possible.

The caravan park has been busy with numerous visitors during this spring season. The wildflowers are blooming beautifully on our road verges making a colourful display for visitors to the region.

Annual Leave

The CEO took annual leave from 24 to 28 September 2018.

Road Works

Work has been completed on the shoulder widening project on the Bulyee Quairading Road and the team will move to the Babakin Corrigin Road to widen and reconstruct three kilometres of the road to a seven metre seal.

11 PRESIDENT'S REPORT

Shire President Cr. L Baker was away for the month of October and thanked Cr Hickey for stepping in for her. Cr Baker noted that she has been re-elected on the Rural Health West Board. She also wished to mention that she has been invited to attend the Australia Day, Australian of the Year Awards at Government House and will be honoured to attend on the behalf of the shire.

12 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Mason attended Roe Tourism and Tidy Towns meetings on 15 October 2018.

The next Central Ag Care meeting is coming up. Following the recent Central Ag Care AGM Cr Mason is now the Chair of the Committee.

Cr Gilmore attended a recent Historical Society meeting. They have revised the constitution to comply with new legislation.

13 URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL

NIL

14 INFORMATION BULLETIN

NIL

15 WALGA AND CENTRAL ZONE MOTIONS

NIL

16 NEXT MEETING

Ordinary Council meeting Tuesday 20 November 2018 at 3.00pm.

17 MEETING CLOSURE

The Chairperson, Shire President Cr. L Baker closed the meeting at 4.05pm.



Chief Executive Officer Performance Review Occasional Committee

Minutes

Tuesday 16 October 2018

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE

- Compile the consensus response for each of the key result areas detailed in the CEO's contract of employment.
- Conduct a performance review feedback session with the CEO.
- Prepare and submit for Council approval a report describing the assessment developed during the performance review, changes to be made, special tasks to be done, or decisions to follow as a result of the evaluation.
- Prepare and submit for Council approval the agreed performance objectives for the next review period.
- Prepare and submit for Council approval any variations to the CEO's conditions of employment.

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1. DECLARATION OF OPENING

The Chairperson, President Lyn Baker opened the meeting at 4.22pm.

2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE

Shire President

Deputy Shire President

Cr. L Baker

Cr. D L Hickey

Cr. M B Dickinson

Cr. F R Gilmore

Cr. J A Mason

Cr. M A Weguelin

Chief Executive Officer

N A Manton

APOLOGIES

NIL

LEAVE OF ABSENCE

Cr. S G Hardingham

3. DECLARATIONS OF INTEREST

The CEO Mrs Natalie Manton declared a financial interest as the agenda item includes information on the CEO salary package.

4. CONFIRMATION AND RECEIPT OF MINUTES

As this is first meeting of the CEO Performance Review Occasional Committee to be held there are no minutes from previous meetings.

5. MATTERS ARISING FROM THE MINUTES

NIL

6. MATTERS REQUIRING A COMMITTEE DECISION

6.1 CHIEF EXECUTIVE OFFICER – REVIEW OF PERFORMANCE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	7/10/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item related to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 6.1 and Attachment 6.2

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council. The Chief Executive Officer's Report has been provided to Council under separate cover.

SUMMARY

The purpose of this report is to review the performance of the Chief Executive Officer (CEO) over the last six months and confirm the conclusion of the probation period.

BACKGROUND

Council appointed Mrs Natalie Manton as the Shire of Corrigin 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 by mutual agreement between the CEO and Council.

2.3 Probationary Period

- (a) Your employment will be subject to an Initial Probationary Period.
- (b) An assessment of Your performance will be made during the Initial Probationary Period. The Local Government may extend Your Probationary Period by a further three months.
- (c) If the Local Government is satisfied with Your performance at the end of the Probationary Period, Your employment will be confirmed.

Clause 4.1 of the Contract of Employment states that the performance criteria is to be negotiated within three months as below:

4.1 Performance Criteria

- (a) Within 3 months of the Commencement Date the Council and You must negotiate and determine the Performance Criteria.
- (b) The Performance Criteria must be reasonably achievable by you.
- (c) You must use every reasonable endeavour to comply with the Performance Criteria.

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 has prepared a confidential report outlining evidence of achievements measured against the performance criteria in Attachment 6.1

A survey was circulated to Council members prior to the meeting and were collated by the Shire President. The results are presented in Attachment 6.2.

COMMENT

The purpose of this review is to determine the performance of the CEO and to either confirm the employment, seek to extend the probationary period or to terminate the Contract.

As this meeting relates to the CEO's initial probationary period, Council may elect to hold a second review within a twelve month period (March 2018) in order to align with the annual review schedule.

STATUTORY ENVIRONMENT

The review of the Chief Executive Officer will be conducted in accordance with sections 5.38 and 5.39 (3) (b) and Regulation 18D of the Local Government Act 1995, which requires that:

The performance of the CEO be reviewed at least once a year;

The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and

A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

CEO salary is contained in the annual budget.

COMMUNITY & 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

Simple Majority

N Manton left the room at 4.33pm

N Manton re-entered the room at 5.15pm

COMMITTEE'S RECOMMENDATION

Moved Cr Gilmore Seconded Cr Mason

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.*

7. NEXT MEETING

The next meeting is to be held on 19 March 2018 following the Council meeting.

8. MEETING CLOSURE

The Chairperson, Shire President Cr. L Baker closed the meeting at 5.41pm.



BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes

Friday 12 October 2018

4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

1. DECLARATION OF OPENING

The Chairperson, President Lyn Baker opened the meeting at 4.03pm.

2. ATTENDANCE AND APOLOGIES

Attendance

President	Cr Lynette Baker
Chief Executive Officer	Natalie Manton
Governance Executive Officer	Julia Baker
Councillor	Rick Gilmore
Chief Bush Fire Control Officer	Greg Evans
Deputy Chief Bush Fire Control Officer	Andrew Szczecinski
DFES	Grant Hansen
Bush Fire Control Officers	Sandow Jacobs
	Craig Jespersen
	John Hewett
	Tim George
	Bruce Talbot
	Adam Rendell
	Ray Hathaway
	Bruce Mills
	Paul McBeath
	Greg Doyle
	Paul Baker
	Tony Guinness

Apologies

Manager Works and Services	Greg Tomlinson
Bush Fire Control Officers	Kim Courboules
	Steven Bolt
	Braden Grylls
	Garrick Connelly
	Bryce Nicholls

3. CONFIRMATION OF PREVIOUS MINUTES – 6 APRIL 2018

Moved – Craig Jespersen/Tim George

That the minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on 6 April 2018 be accepted as a true and correct record.

Carried

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Training – The CEO attended training with Grant Hanson on Thursday 4 October 2018 in Kondinin.

Dual Bush Fire Control Officers - Notification of the Shire of Corrigin Dual Bush Fire Control Officers were sent to neighbouring shires on 18 May 2018.

The Shire of Corrigin has received notification and endorsed Dual Bush Fire Control Officers from neighbouring shires of Pingelly, Brookton and Wickiepin.

Fuel Cards – all funds were expended by 30 June 2018.

5. GENERAL BUSINESS

1. Season Briefing

Heavy fuel load. Lots of wild oats. Should be treated as dangerous, the same as every year. Everyone needs to be vigilant and keep on top of fire breaks.

2. Equipment and Radios

Discussed the need for radio checks testing, channel pre-set.

Any BFCO's requiring uniforms, gloves, goggles etc. are invited to contact the shire.

Radio check on Monday 5 November 2018 at 8.00am. Reminder text to be sent by the shire at 7.00am. Adam Rendell to start.

3. Checking Firebreaks

Property owners were notified in the Bush Fire Notice that went out with the rates that they have until 31 October to ensure that their fire breaks are done.

The shire office has received some notifications of properties that have not completed fire breaks and will contact these owners if the property is still non-compliant after 31 October 2018.

Bush Fire Control Officers to advise the CEO of any known non-compliance with the Bush Fire Notice so that the Shire can inform the land owners.

Send reminder letters to all recipients that got sent letters of noncompliance last year.

4. Morning Harvest Weather Radio Calls

Test run for harvest weather radio calls to be conducted on 5 November 2018 at 8.00am.

5. Harvest Ban Messages

The following text messages will be used during the Christmas and Easter period.

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December YEAR, Boxing Day 26 December YEAR and New Year's Day 1 January YEAR.

The Shire of Corrigin wishes to advise that no burning is permitted during the Easter period commencing Good Friday DATE MONTH YEAR until Easter Monday DATE MONTH YEAR inclusive.

6. Telstra Mobile Phone Towers

The CEO contracted Telstra regarding the problem of no mobile phone coverage during extended power outages which limits the ability of the Shire of Corrigin to communication with community members during a large bush fire or other emergency. The following response was received:

As you know, storms or extreme heat can cause blackouts, which in turn can cause significant disruption to our services. In particular, any sustained power issues puts pressure on our network as batteries will run down, generators will use up their fuel and not every single site has back-up.

Exchanges and mobile phone towers rely on a regular power supply and a maintained feed. While Telstra have contingencies to cover short power outages, these facilities are not designed to operate for long periods without power. If there is going to be a long outage Telstra can, in certain circumstances, deploy portable backup generators, especially during emergencies or natural disasters. Priority at these times is determined by the Emergency Services Organisations in consultation with the Telstra ESO liaison officer.

While loss of communications between Emergency Services is a disruption, no mobile phone service should ever be relied upon as a sole source of communications during emergencies. For this reason Emergency Services organisations should use radio networks as a primary source of communications with other services such as mobile phones, landlines and satellite phones used as an adjunct.

- We have around 40,000 network sites that require power, including data centres, exchanges and mobile base stations. Our sites typically have battery backup or generators in case of a disruption to energy supplies. This backup power is designed to provide some cover for blackouts but not the loss of power for extended periods.*
- We check the generators and batteries at our sites regularly to make sure they're in good condition. This include servicing our generators and ensuring we have enough fuel.*
- Telstra also has a large, geographically dispersed technical field workforce who can respond quickly in case of outages or emergencies.*
- We continue to roll out energy improvements across our network sites, such as installing new efficient lighting and air-conditioning controls, retiring inefficient cooling systems, developing improved fault detection and investing in solar PV and combined energy storage.*

The Shire of Corrigin will continue to work on methods of communicating with community members in the event of a large bush fire or other emergency event during extended power outages.

Reminder that emergency services are encouraged to use their radio network.

7. New Total Fire Ban Penalties

New on the spot fines of \$1,000 have been introduced for breaches of Total Fire Bans. The Department of Fire and Emergency Services; the Department of Biodiversity, Conservation and Attractions; WA Police and local governments all have the authority to issue penalties.

8. Bush Fire Directory

For a nominal fee participating shires and associated businesses can have their contact information included in the Bush Fire Directory.

An inclusion in the Narrogin Observer and Great Southern Herald published on October 18, 2018 will cost \$150. General consensus to not advertise.

6. OTHER BUSINESS

1. Grant Hansen

DFES re zoning is now official and Narrogin is now its own region. The new region encompasses Wagin, Lake Grace, Kondinin and everywhere in between.

2. Fire Truck Updates

Bulyee truck is currently getting a major service following a number of issues. There is also no power at the Bulyee fire station which needs to be investigated.

Bullaring truck has had a run and has been washed and is ready to.

Central truck is getting serviced next week.

Bilbarin truck has a radio issue that needs to get sorted. It had a service last year but it will be taken for a run to make sure there are no unknown issues.

3. Brigade Meetings

Reminder for brigades to hold meetings in the coming weeks and to let the shire know if supplies are required for any of the meetings.

4. Vehicle Access Stickers

Shire to order new stickers as current ones have expired.

5. Restricted Burning Period

To provide clarification with regards to discussions had about burning during Easter, the following currently applies:

As per the Shire of Corrigin Fire Break Order 2018/2019:

Burning is not permitted during the restricted burning period and Public Holidays or during Easter when Easter falls within the restricted burning period.

As per the Shire of Corrigin Register of Policies – Policy 9.3 Bush Fire Control
Easter and Public Holidays

When Easter falls within the Restricted Burning Period, no burning is to be allowed during the Easter break or on a public holiday.

7. MEETING CLOSURE

There being no further business to discuss, the Chairperson thanked everybody for their attendance and closed the meeting at 4.39pm.



M I N U T E S

Special General Meeting
For the purpose of amending the Constitution
Monday 15 October 2018 at the Shire of Kondinin

1. **MEETING OPENED** *Time: 9:28am*

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Cr Bevan Thomas*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight*
- Corrigin – *CEO Natalie Manton, Cr Janeane Mason*
- Kondinin – *Tory Young, Cr Kent Mouritz, Cr Gerard Lynch*
- Kulin – *CEO Noel Mason, Cr Robbie Bowey*
- Lake Grace – *Cr Mikaela Spurr*
- Narembeen – *CEO Chris Jackson*

Associate Members: Sharyn McAdam, Gary Repacitoli

2.2. **Apologies:** *Jennie Gmiener, Jane Mouritz, Wayne Monks*

3. **ADOPTION OF AMENDED CONSTITUTION**

Comment:

As outlined in our Constitution, a Special General Meeting for the purpose of amending the Constitution shall be held if;

19(a) Full and Associate Members have passed by a simple majority a special resolution recommendation to amend the constitution OR the Executive has received a written recommendation from at least five Full Members to amend the Constitution.

Background:

At the April 2018 meeting, discussion was had to remove Quairading from the Roe Tourism Association Constitution, but there was no formal resolution made. The incorporation of these changes was noted in the August 2018 meeting minutes. Further to discussions, a letter was received from Robbie Bowey, Shire of Kulin Councillor and RTA delegate, dated 28 August 2018, with proposed amendments to the Roe Tourism Constitution. The Constitution (with track changes) was emailed to members for approval. The Shire of Kondinin CEO responded with further amendments to grammar and spelling. Upon receipt of six (6) email approvals from Full Members, the Executive called a Special General Meeting for the purpose of endorsing the changes and adopting the new Roe Tourism Association Constitution.

RESOLUTION

1. That the Roe Tourism Association Committee endorse the changes, including the addition of page numbering and adopt the amended Roe Tourism Association (Incorporated) Constitution.
2. The Executive Officer to lodge the 'Notice of Committee's Resolution to Change Rules' (Form 5A), to Department of Commerce, within 28 days of the resolution, with fee payable of \$39.40.

Moved Robbie Bowey

Seconded Chris Jackson

CARRIED

4. CLOSE OF MEETING *Time 9.31am*



M I N U T E S

Annual General Meeting (AGM)
Monday 15 October 2018 at Shire of Kondinin

1. **MEETING OPENED** *Time 9:46am*

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Cr Bevan Thomas*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight*
- Corrigin – *CEO Natalie Manton, Cr Janeane Mason*
- Kondinin – *Tory Young, Cr Kent Mouritz, Cr Gerard Lynch*
- Kulin – *CEO Noel Mason, Cr Robbie Bowey*
- Lake Grace – *Cr Mikaela Spurr*
- Narembeen – *CEO Chris Jackson*

Associate Members: *Sharyn McAdam, Gary Repacitoli*

2.2. **Apologies:** *Wayne Monks, Jane Mouritz, Jennie Gmiener*

3. **PREVIOUS MINUTES**

3.1. **Confirmation**

RESOLUTION

That the Minutes of the Roe Tourism Association Annual General Meeting held in the Shire of Kondinin on Monday 16 October 2017 be confirmed as a true and accurate record of proceedings.

Moved Cr Janeane Mason

Seconded Ashleigh Waight

CARRIED

4. **CORRESPONDENCE**

4.1. **Inwards** Nil

4.2. **Outwards** Nil

5. FINANCIAL REPORT

5.1 RTA 2017 Annual Financial Statement Summary

RESOLUTION

That the Roe Tourism Association 2017-2018 Financial Statement Summary be accepted as a true and accurate report. RTA Financials reviewed on 5 October 2018 - true & accurate report.

Moved Cr Janeane Mason
Seconded Cr Gerard Lynch

CARRIED

6. REPORTS

6.1 President Report

Thank you for the opportunity to present my President's Report for the year 2018. I took over unexpectedly in February 2018 due to the resignation of the President, Garry Gregan due to health reasons. I'd like to acknowledge the great work done by Garry and Mikaela who worked hard to ensure the constitution was updated as per the regulations required. Garry also worked tirelessly canvassing for Roe Tourism and meeting with various government and tourism officials to advocate in promoting our region.

It was a steep learning curve for me, as we had a change-over of Executive Officer shortly after Garry's resignation. Once again, I'd like to thank Mikaela for the work she did as Executive Officer for Roe Tourism. In June 2018, we contracted the Shire of Corrigin through it's CRC to take on the position of Executive officer. This was a step forward for Roe Tourism in also supporting local CRC's who were going through a difficult time with their funding and it shows how CRC's continue to add value to communities and regions.

By extension, Heather Ives has been invaluable as the EO, she has been proactive in promoting the new branding through the design of a new brochure as well as banners and updating the new website. Heather also continues to monitor opportunities for Roe Tourism to further its purpose in the region. I'd like to thank her for the work done to this point. We has the opportunity to attend the Dowerin Field Days and a taste of perhaps things to come with the Astro Tourism presentation and the commencement of a Strategic Plan.

6

If we can achieve something in 2019 it would be for the Roe Tourism Association to have a clear direction, as to what our goals and purposes are and this can be reflected in the new Strategic Plan. To this end, we would like some direction from the member Shire's as to what they believe our role should be. Is it collection of accurate visitor data, opportunities for co-operative marketing or a collective approach in tourism?

In conclusion I'd like to thank you the committee for your input and support throughout 2018.

7. SHIRE DELEGATES NOMINATIONS

- Bruce Rock Ashleigh Waight, Jennie Gmiener
- Corrigin Natalie Manton, Cr Janeane Mason (*proxy Cr Shannon Hardingham*)
- Kondinin Tory Young, Cr Gerard Lynch, Cr Kent Mouritz
- Kulin Cr Robbie Bowey, new Kulin CRC employee
- Lake Grace Cr Mikaela Spurr, Cr Allan Marshall (*proxy Cr Deb Clarke*)
- Narembeen Cr Bevan Thomas, Sheree Thomas, (*proxy Leanne Brook-Mee*)

8. THE EXECUTIVE (OFFICE BEARER) NOMINATIONS

8.1 President

Cr Kent Mouritz nominated Cr Bevan Thomas - Tory Young seconded - *Accepted*
With no further nominations Cr Bevan Thomas was elected as President.

8.2 Vice President

Cr Robbie Bowey nominated Cr Janeane Mason – Tory Young seconded – *Accepted*
With no further nominations Cr Janeane Mason was elected as Vice President.

8.3 Executive Officer

RESOLUTION

Committee endorse the Shire of Corrigin remain as the Executive Officer.

Moved Chris Jackson

Seconded Ashleigh Waight

CARRIED

9. GENERAL BUSINESS

9.1 RTA Full Membership Subscription

RESOLUTION

1. 2018-2019 Full Membership subscription remain the same at \$2,500.
2. Full Membership amount be reviewed in February 2019 for Council's to consider for 2019-2020 Budget.

Moved Tory Young

Seconded Cr Gerard Lynch

CARRIED

9.2 RTA Associate Membership Fee

RESOLUTION

2018-2019 Associate Membership remain the same \$20.00.

Moved Cr Kent Mouritz

Seconded Cr Janeane Mason

CARRIED

9.3 Other Business – Executive Officer Contribution

RESOLUTION

1. 2018-2019 EO Contribution from Full Members remain the same \$2,500
2. The amount of EO contribution from Full Members be reviewed in February 2019 for Council's to consider for 2019-2020 budget.

Moved Natalie Manton

Seconded Ashleigh Waight

CARRIED

9.4 RTA Bank Signatories**RESOLUTION**

The following account alterations be made to the RTA Bendigo Bank signatories.

1. Remove Cr Mikaela Spurr
2. Add Cr Janeane Mason (Vice President)

Moved Robbie Bowey

Seconded Ashleigh Waight

CARRIED

10. CLOSE OF MEETING Time 10:05am



M I N U T E S

General Meeting Monday 15 October 2018 at Shire of Kondinin

1. MEETING OPENED *Time 10:20am*

2. ATTENDANCE RECORD

2.1. Attendees:

President – *Cr Bevan Thomas*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight*
- Corrigin – *CEO Natalie Manton, Cr Janeane Mason*
- Kondinin – *Tory Young, Cr Kent Mouritz, Cr Gerard Lynch*
- Kulin – *CEO Noel Mason, Cr Robbie Bowey*
- Lake Grace – *Cr Mikaela Spurr*
- Narembeen – *CEO Chris Jackson*

Associate Members: Sharyn McAdam, Gary Repacitoli

2.2. Apologies: Wayne Monks, Jane Mouritz, Jennie Gmiener

3. PREVIOUS MINUTES

3.1. Confirmation – General Meeting

RESOLUTION

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Corrigin on Monday 20 August 2018 be confirmed as a true and accurate record of proceedings.

Moved Cr Mikaela Spurr

Seconded Noel Mason

CARRIED

3.2. Business Arising from Previous Minutes

4. CORRESPONDENCE

4.1. Inwards

- 4.1.1. Shire of Kulin (Robbie Bowey) – Constitution changes letter & draft (track changes)
- 4.1.2. Carol Redford – Astro Tourism Towns RTA Project Funding opportunity
- 4.1.3. Visage Productions (Lee Loraine) “Our Towns” TV Series 5, Wheatbelt Opportunity
- 4.1.4. B&W Studio (Daniela Varone) – Pull-Up Banner design concepts (multiple) + Inv.
- 4.1.5. B&W Studio (Daniela Varone) – Brochure (multiple emails) + Invoices

- 4.1.6. Promaco GeoDraft (Sharen Cooper) – Map alterations + Invoice
- 4.1.7. WDC (Pip Kirby) – WRGS Grant – CEO Letter & Final Acquittal Form Draft
- 4.1.8. Moore Stevens (Andries Bekker) – WRGS Grant Audit (multiple emails)
- 4.1.9. RSM (Harry Stevenson) – WRGS Grant Audit
- 4.1.10. Wheatbelt Way (Linda Vernon) – Dowerin Field Days 2018 Stand Roster
- 4.1.11. Wheatbelt Way (Linda Vernon) – Constitution and Tourism Funding opportunities
- 4.1.12. CWVC (Robyn McCarthy) – Funding options and WRGS Grant information
- 4.1.13. CWVC (Robyn McCarthy) – ‘Global Gypsies’ 1 day Tour Guide Course in Feb 19
- 4.1.14. CWVC (Robyn McCarthy) – Instagram for Business Social Media Workshop, Oct 18
- 4.1.15. CWVC (Carina MacDonald) – Request for new PTWR brochure & map for website
- 4.1.16. Wayne Monks - 125th Commemorative Anniv Tour of Holland Track & Holland Way
- 4.1.17. Hello Perth WA Map (Oct 18-Mar 19) – RTA Ad, proof and Invoice (multiple emails)
- 4.1.18. AGO (Gabby Simons) – 2019 Holiday Planner – RTA Ad (multiple emails)
- 4.1.19. AGO – AGM Invitation
- 4.1.20. Have a Go News – Seniors Week 2018 Focus
- 4.1.21. Have a Go News – Spring in the West & WA Wildflower season
- 4.1.22. CIAWA – Members E’Updates (multiple emails)
- 4.1.23. CIAWA – Marketing Opportunity at Bunbury Camping Show in Oct 2018
- 4.1.24. CIAWA – 2019 Caravan & Camping Holiday WA Guide – 2019 Advertising
- 4.1.25. Shire of Kulin (CEO Noel Mason) Proposed alterations to RTA Constitution
- 4.1.26. Shire of Kondinin (CEO Mia Dohnt) Proposed alterations to RTA Constitution
- 4.1.27. Shire of Corrigin (CEO Natalie Manton) Proposed alterations to RTA Constitution
- 4.1.28. Shire of Bruce Rock (CEO Darren Mollenoyux) Proposed alterations to RTA Constitution
- 4.1.29. Shire of Narembeen (CEO Chris Jackson) Proposed alterations to RTA Constitution
- 4.1.30. Shire of Lake Grace (Denise Gobbart) Proposed alterations to RTA Constitution
- 4.1.31. Shire of Kondinin – FRRR Letter of Support (for RTA Strategic Plan application)
- 4.1.32. Shire of Narembeen – FRRR Letter of Support (for RTA Strategic Plan application)
- 4.1.33. Bendigo Bank (Dianne Dadd) – copy of RTA Account Alterations Form (June 2018)
- 4.1.34. Narembeen CRC (Leanne Brooke-Mee) - Audio Tour Podcast updated
- 4.1.35. Shire of Merredin – CWVC 2018-19 Level 1 Membership Invoice
- 4.1.36. Hyden CRC – Pull Up Banners production Invoice
- 4.1.37. Goldfields Tourism WA (Mandy Reidy) – Support 125th Commemorative Anniv Tour
- 4.1.38. Shire of Narembeen – 2018-19 Full Membership and support of RTA
- 4.1.39. **Late Inwards (Wayne Monks) - 125th Anniversary Holland Track trip postponed*

4.2. Outwards

- 4.2.1. Shire of Kulin (Robbie Bowey) – Constitution changes (multiple emails)
- 4.2.2. Member Shire CEO’s x 6 - Proposed alterations to RTA Constitution
- 4.2.3. Carol Redford – Astro Tourism Towns RTA Project & Funding opportunity
- 4.2.4. B&W Studio (Daniela Varone) – Pull Up Banner design concepts (multiple emails)
- 4.2.5. B&W Studio (Daniela Varone) – Brochure (multiple emails)
- 4.2.6. Promaco GeoDraft (Sharen Cooper) – Map alterations approval
- 4.2.7. WDC (Pip Kirby) – WRGS Final Acquittal Report Form – Draft
- 4.2.8. Moore Stevens (Andries Bekker) – WRGS Grant Audit (multiple emails)
- 4.2.9. Wheatbelt Way (Linda Vernon) – Dowerin Field Days 2018 Stand Roster
- 4.2.10. Wheatbelt Way (Linda Vernon) – Constitution and tourism funding opportunity
- 4.2.11. CWVC (Carina MacDonald) – New PTWR brochure & map for website
- 4.2.12. Wayne Monks - 125th Commemorative Anniv Tour of Holland Track – Promotion
- 4.2.13. Hello Perth WA Map (Oct 18-Mar 19) – RTA Ad, proof (multiple emails)
- 4.2.14. AGO (Gabby Simons) 2019 Holiday Planner – RTA Ad & Intro Page (multiple)
- 4.2.15. CIAWA – 2019 Caravanning & Camping Holiday WA Guide – RTA Ad Booking
- 4.2.16. Narembeen CRC (Leanne Brooke-Mee)- Update Audio Tour Podcast, remove QdG
- 4.2.17. Member CEO’s x 6 – RTA President Letter & 2018-19 Full Membership Invoices
- 4.2.18. Tourism Council WA – Add RTA to E’Newsletter database

RESOLUTION

That the Roe Tourism Association Inward correspondence and Outward correspondence be endorsed.

Moved Cr Gerard Lynch

Seconded Cr Janeane Mason

CARRIED

4.3. Business Arising from Correspondence

- 4.3.1 'Global Gypsies' 1 day Tour Guide Training Course - February 2019. The CWVC is seeking EOI from RTA members who are interested in attending this training, so a date and final numbers can be confirmed. Cost/ person is approx. \$154.50 incl. GST + catering on the day. Toni Smeed (Kondinin CRC) and Kaytlyn Brownley (Bruce Rock CRC) have expressed interest. If any RTA members are interested in attending this tour guide training opportunity, please contact Robyn McCarthy at the CWVC.

5 FINANCIAL REPORT**RESOLUTION**

That the RTA Financial Report for August – September 2018 be accepted as a true and accurate report.

Moved Natalie Manton

Seconded Janeane Mason

CARRIED

6 REPORTS**6.1 Presidents Report** *(presented to committee at AGM)***6.2 EO Update****6.2.1 GRANT**

WRGS - 'Central East Tourism Strategy Implementation' Grant

- WDC were unable to locate any financial documents for the WRGS Grant and have provided RTA with a Stat Dec letter signed by their CEO and Finance Manager, to confirm expenditure of funding, for the employment of a Tourism Development Officer and delivery of workshops.
- The WDC and State Government logos with the wording "Supported by Royalties for Regions" have been added to the home page of the PTWR website, to acknowledge grant funders.
- WDC (Pip Kirby) has reviewed an unsigned Draft of the WRGC Grant Acquittal and provided feedback on the content and budget.
- Moore Stevens have been engaged to conduct the WRGS Grant Audit for RTA and financial information has been provided to Senior Auditor, Andries Bekker. When the audit is complete, the WRGS Final Acquittal Report Form and Budget can be prepared ready for the RTA President to sign-off.
- The WRGS Final Acquittal Report can then be submitted to WDC

6.2.2 MARKETING

PTWR BROCHURE

- The new brochures were delivered to the Corrigin CRC in the second week in September. Boxes of Brochures have been distributed to member Shire's, Central Wheatbelt Visitor Centre (Merredin), Northam Visitor Centre, York Visitor Centre
- If anyone is able to assist with distribution of brochures please let me know. I have brochures at the meeting today for: Lake Grace Visitor Centre; AGO Perth office (Suite 17, 1st Floor, 195 Adelaide Tce, East Perth); Mandurah Visitor Centre

- The new PTWR Visitor Guide and Map (PDF & JPEG files) have been emailed to Shire members, to include in any local tourism PR and to upload onto their Shire websites under the Visitor Information page.

PULL-UP BANNERS

- The PTWR Banners x 6 have been produced by the Hyden CRC and delivered to Shire of Corrigin, Kondinin, Narembeen, Kulin and Bruce Rock. The Shire of Lake Grace banner is available at today's meeting.

WEBSITE (Pathways to Wave Rock)

- 'Spark' CMS Website Training was attended by members, Ashleigh, Tory and myself. With other committee members trained in the Spark CMS, this will assist with updating and managing content for the new website if required.
- The website search engine optimisation has been improved, by adding an introductory paragraph, using 'key words' onto the PTWR home page.
- Missing or incomplete pages and content on the website have been added.
- The new PTWR Visitor Guide & Map has been uploaded onto the website.
- Image Gallery folders with uploaded photos for all member Shire's, have been added to the website and each town now has rotating images on their individual webpages.
- If members have any new/updated tourism photos you want added on the website please send through to the EO for uploading.
- Reminder to members that 'Community Events' information can be submitted directly into the RTA website calendar at <http://www.roetourism.com.au/events/>.

6.2.3 SOCIAL MEDIA (Pathways to Wave Rock Facebook Page)

- Ongoing scheduling and regular posts, utilising text content and photos from the new PTWR brochure and sharing other relevant FB posts from Shire /Tourism /Events /CRC pages.
- If committee members have a personal Facebook Page, please consider 'Liking' the PTWR page to increase our reach into News Feeds <https://www.facebook.com/PathwaystoWaveRock/>

6.2.4 ADVERTISING (Upcoming):

- Eastern Wheatbelt Visitor Guide (Ed 5) - Full page Pathways to Wave Rock, Self Drive Trail.
 - Hello Perth WA Map (Oct 18- Mar 19) Ad
 - AGO Holiday Planner 2019 – ½ page Ad and PTWR Introductory page
 - 2019 Caravan & Camping Guide WA – ¼ page Ad
- #### **6.2.3 RTA CONSTITUTION** (amendments)
- Thank you to Cr Robbie Bowey and Kulin CEO Noel Mason for their work and guidance with the RTA Constitution amendments and process.

ROE TOURISM 'DASHBOARD'

Planning guide for RTA priorities and projects

Short Term Projects (within 2 months)				
TASK	PREVIOUS STATUS	CURRENT STATUS	WHO	DEADLINE
RTA 2018-19 Full Members		Prepare Letters to Shires CEO's x 6 re. 2018/19 Full Member and EO Contribution	President / EO	Completed
RTA 2018-19 Full Memberships		Prepare Tax Invoices x 6 for 2018/19 Full Membership & EO Contribution	EO	Completed
WRGS Grant Acquittal	<ul style="list-style-type: none"> >Send WDC (Pip) unsigned Draft of Grant Acquittal Report for initial feedback. Make changes as recommended. >Take screen snap of RTA webpage with logos for funding acknowledgment evidence 	<ul style="list-style-type: none"> >Obtain quotes from professional Auditors – (RSM, Moore Stevens and CRC auditor) >Engage services of Moore Stevens >Prepare RTA financial records and docs to send to auditor (as requested) >Assist Auditor with 'testing' of grant docs to satisfy audit. >Prepare & finalise WRGS Final Acquittal Report Form (content/budget) >RTA President to sign off on WRGS Acquittal >Submit completed Grant Acquittal to WDC 	EO	Oct 18
RTA EO Agreement		Amend EO Agreement >Arrange sign-off meeting with President & Corrigin CEO	EO/ President (Bevan)/ Shire of Corrigin CEO (Natalie)	Oct 18
Bendigo Bank		Update Account Authorisation Signatories. > Add Vice President (Cr Janeane Mason) > Remove Cr Mikaela Spurr	EO (Heather)/ President (Bevan) / Vice President (Janeane)	Oct 18
RTA Constitution changes	<ul style="list-style-type: none"> Remove Quairading from Constitution. >Make changes to Associate Membership voting rights >Amend Constitution. 	<ul style="list-style-type: none"> >Notification of Special General Meeting on 15 Oct 2018 at 9.30am >Committee to endorse & adopt changes at meeting 	Robbie / Noel / EO	12 Nov 18

	>Provide Shire CEO's and committee with copy of changes. >Notify full committee of RTA Special General meeting before AGM (14 days notice).	>Prepare & Lodge RTA Constitution changes to Dept and pay lodgement fee		
RTA 2019 Associate Members		Update RTA 2019 Associate Membership Forms (after fees adopted at AGM) >Prepare members invitation renewal letters >send letter * Renewal form to RTA members	EO	Nov 18
Website	RTA Membership	Add "Membership" page & text content >Create online webform for 2019 RTA Associate Membership	EO	Nov 18
Website - Google Analytics	MC will charge \$500. Look into what's involved (time/who)?	Check with Sheree at Narembreen for assistance in setting up Google Analytics for PTWR website.	Sheree/EO	Nov 18
Website		Content management – events, photos, information updates	EO	Ongoing
PTWR Facebook Page	>Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map. >Schedule posts	Schedule posts using new brochure content & photos >Share posts from other relevant FB pages	EO	Ongoing
Grant Funding – RTA Strategic Plan	>Obtain 2 nd Quote >Contact Lotterywest Grants Team re. project >Submit RTA Constitution for LW funding eligibility assessment >Advise committee of LW outcome	> Source funding opportunities from, AGO, Tourism WA, Bendigo bank, FRRR > Contact funders for eligibility of project > Discuss funding application with President for approval >Prepare and submit FRRR application	EO/ President/ Shire Letters of Support - Narembreen & Kondinin	Funding outcome announced mid Dec 2018
Medium Term Projects (within 6 months)				
RTA Strategic Plan				
Long Term Projects (within 12 months)				
Pathways to Wave Rock Digital App				

7 GENERAL BUSINESS

7.1 RTA Strategic Plan

Comment:

At the August 2018 meeting the EO was directed to source other funding options, to support the costs of developing an RTA Strategic Plan, after Lotterywest advised RTA was not eligible. Consultant Quotes x 2 ranged from \$3,261 to \$4,261. Committee suggested funding bodies to approach, AGO, FRRR, Bendigo Bank, Tourism WA.

EO researched funding opportunities and criteria. A discussion with FRRR about the RTA Strategic Plan project, confirmed RTA would be eligible for the 'Small Grants for Rural Communities (SGRC) funding of up to \$5,000. The RTA President authorised the RTA submission and a grant application was prepared for Round 34, for \$3,261, with a total project cost of \$5,261 (RTA to contribute \$1,000 cash and \$1,000 in-kind - being for committee time to attend 2 x Strategic planning sessions and waiver of venue hire). Support Letters were obtained from the Shire of Kondinin & Shire of Narembeen. The RTA Application for FRRR SGRC was submitted on 26th September 2018.

Outcomes will be announced in mid-December 2018, with successful projects able to commence after release of funding in January 2019 and to be completed within 12 months.

Discussion was had by the committee on the strong need for the development of an RTA Strategic Plan moving forward and the time that is required to apply for funding and delay in awaiting decisions. A number of Shire members have verbally indicated their willingness to provide shared financial support for the costs to engage a consultant for the development an RTA Strategic Plan.

RESOLUTION

If successful with FRRR application, committee to allocate \$1,000 in 2018-2019 Budget as a funding 'cash contribution' towards engaging a Consultant to assist with the development of an RTA Strategic Plan.

Moved Chris Jackson

Seconded Mikaela Spurr

CARRIED

7.2 Building Better Regions Fund (BBRF) Now Open

Background: The Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP has announced the opening of Round Three of the Building Better Regions Fund (BBRF). Rounds One and Two of the BBRF were highly competitive with 1776 applications received, with just over a quarter of these receiving funding. Round Three provides an additional \$200 million, giving further opportunity for eligible applicants to apply. A key component under Round Three is that **up to \$45 million has been earmarked for tourism related infrastructure projects that will help stimulate local economies by investing in the tourism sector**. This sector is vital for our regional and remote communities, creating jobs, stimulating new business and sustaining long term economic growth.

Grant funding is available through two funding streams:

- The Infrastructure Projects Stream: Supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure. Grants between \$20,000 and \$10m

- The Community Investments Stream: Funds community development activities including, but not limited to, new or expanded local events, strategic regional plans, leadership and capability building activities. Grants between \$5,000 and \$10m.

The closing date for applications is 15 November 2018.

Comment:

Committee discussion regarding BBRF and RTA project ideas and opportunities.

7.2.1 RTA Social Media Strategy & Account Management Proposal

On the 20 September the EO met with Sharon Watson from Market Creations, whilst she was visiting the Shire of Corrigin. We discussed the new RTA website and the possibility of integrating Instagram on the website. This would be such a great way to showcase images both from member Shire's and also from tourists/visitors throughout the region, while travelling and the images are a direct feed from Instagram. Discussions also led to the idea of developing a 12 month Social Media Strategy for Roe Tourism and possible Social Media Management by MC for 3 months - 6 months, with the view during this time, to train resources and hand-over to Roe Tourism to manage, after the initial account management engagement period. Market Creations - Social Media Strategy Proposal provided

7.2.2 Pathways to Wave Rock Digital App

The development of a Pathways to Wave Rock Digital App for visitors to download and to showcase the roe region and member Shires.

7.2.2 "Astro Tourism Towns" Project – Carol Redford

At the RTA 20 August 2018 meeting held in Corrigin Carol Redford, Astro Tourism, gave a presentation to committee members. Following on from this presentation, Carol has provided the committee with an "Astro Tourism Towns" project proposal and BBRF funding opportunity for a consideration and discussion. "Astro Tourism Towns" Proposal provided at meeting

- General discussion was had by the committee about future RTA projects.
 - A Pathways to Wave Rock Digital App and the example that has been developed by Wheatbelt Way.
 - Inclusion of Instagram for increased RTA Social Media marketing.
 - Some members commented their Councils/organisations have already been approached by Carol Redford and have individually committed in their 2018/19 budgets, to be involved in the 'Astro Tourism Towns' project (Shire of Kulin & Lake Grace Visitor Centre).
- Chris Jackson explained the complexity and level of work that is required when applying for the highly competitive BBRF and suggested the development of an RTA Strategic Plan should be the committee's first priority, with this plan then able to be used to support future RTA funding applications.

MOTION

If RTA are unsuccessful with FRRR funding, committee to proceed with Strategic Plan project and engage with a consultant after the 10 December 2018 meeting.

Moved Cr Bevan Thomas

Seconded Cr Kent Mouritz

CARRIED

7.3 RTA Executive Officer Service Agreement

Background:

At the 10 April 2018 meeting the committee endorsed the Shire of Corrigin as the Executive Officer for the term of 6 months, to bring the EO General Service Agreement in alignment with the RTA AGM in October 2018.

On Tuesday 15 May 2018 the Corrigin Shire Council authorised CEO, Natalie Manton to enter into a contract with the Roe Tourism Association Incorporation, for the provision of Executive Officer for a term expiring 30 September 2018.

The EO General Service Agreement was signed-off between RTA and the Shire of Corrigin at the 18 June 2018 meeting and this Agreement has now expired.

Comment:

It is the first time the RTA has worked with the Shire of Corrigin and had a CRC on board in the EO role and as it has now been 4 months, is an opportunity for the committee to discuss the position.

- The EO gave background and an overview of current Agreement and the time that has been required to meet committee expectations over the last 4 months, being in excess of 10 hours per week. Currently the EO Agreement is for 5 hours per week (20 hours / month) at \$10,000pa.
- General discussion was had by the committee regarding the amount of hours and the important role the EO plays in the RTA organisation.
- Natalie Manton proposed the EO Agreement with Shire of Corrigin be amended to 8 hours per week (32 hours/ month) for \$15,000pa, being the full amount of Shire member EO contributions. The EO travel allowance would be covered by the Shire of Corrigin.
- Chris Jackson recommended the EO Agreement should be for a longer term than 12 months, to allow time for the committee to annually review and suggested the RTA EO Agreement opportunity be shared with the other member Shires.

RESOLUTION

- 1 Endorse the new EO Agreement for 8 hours per week (32 hours per month) at \$15,000pa.
- 2 Appoint the Shire of Corrigin for a further 3 year term with the President and CEO to sign
- 3 EO Agreement and costs to be reviewed by committee in 12 months.

Moved Chris Jackson
Seconded Tory Young

CARRIED

7.4 RTA 2017-2018 Financial Review

Comment: The RTA 2017-2018 Financial Records were prepared for a review by the EO on 1 October 2018. This review was conducted by Karen Wilkinson, Shire of Corrigin Finance Officer. Karen has generously volunteered her time as an in-kind contribution for our not-for-profit organisation.

A signed report of the 2017-18 Financial Summary, is to be presented at 15 Oct 18 AGM meeting.

- Committee suggested the 2018-2019 Financial Review be undertaken by another member Shire or organisation to ensure transparency.

RESOLUTION

As a small token of thanks from RTA, an IGA Cellarbrations Gift Card valued at \$50, is to be given to Karen Wilkinson.

Moved Cr Robbie Bowey

Seconded Ashleigh Waight

CARRIED

7.5 Central East Tourism Strategy Implementation Grant Acquittal**Background:**

The Royalties for Regions 'Wheatbelt Regional Grants Scheme' (WRGS) Final Acquittal Report requires where Project Expenditure Grant Funds are valued at \$20,000 or more, financial statements are to be certified by the Chairman, CEO of the Organisation, or equivalent AND certified by a professional Auditor who is:

- (a) not an officer or employee of the Organisation;
- (b) registered as a company auditor or equivalent under a law in force in Western Australia; or
- (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

Comment:

At the August meeting the EO was directed to obtain quotes and engage the services of a professional Auditor, to certify all copies of financial expenditure statements, before the Final WRGS Acquittal Report can be prepared and submitted to WDC. The RTA has budgeted \$2,000 for this Grant Audit. The EO contacted Moore Stevens, RSM and an independent Auditor utilised by a number of CRC's. Moore Stevens promptly quoted an audit cost between \$850 - \$1,200; RSM failed to respond to a quote request until after engaging Moore Stevens and the independent auditor estimated \$2,000 + travel and accommodation costs, to conduct an on-site audit. A number of sample financial and grant documents have been sent through to Senior Auditor, Andries Bekker and the EO is currently awaiting further advice regarding testing of financials and outcome of the audit.

- EO advised committee that RTA were still awaiting an Audit Report from Andries Bekker at Moore Stevens, now being 3 weeks since submitting the WRGS Grant financial information.
- Chris Jackson suggested EO follow up the Grant Audit with Moore Stevens Manager, David Tomazi.

8 RTA AGM 2019 Meeting location**Background:**

Traditionally the RTA AGM has been held in Kondinin, being the most centrally located Shire and to originally accommodate the distance travelled by Quairading members. Cr Kent Mouritz asked if the Roe Tourism AGM meeting could be held in Hyden instead of Kondinin. Tory Young suggested this could also be a good opportunity to incorporate a tour of Wave Rock for the group.

- General discussion was had by the committee on future meeting locations and the opportunities to showcase to RTA members, each Shires tourist attractions.
- The President explained that the RTA meeting locations were up to the host Shire and the venue would just need to be communicated to the EO for inclusion in the meeting Agenda.

9 PTWR Brochure Distribution

Gary Repacitoli suggested distribution of the Pathways to Wave Rock brochure be spread further afield, to include other major regional Visitor Centres e.g. Esperance, Albany, Bunbury and Kalgoorlie, to encourage increased visitor interest when planning their holidays and journeys.

- Cr Janeane Mason offered to deliver brochures into Narrogin, Williams, Collie and Bunbury.
- Cr Robbie Bowey offered to deliver brochures to Albany Visitor Centre.

10 **NEXT MEETING** 10 December 2018 at Shire of Kulin at 10:30am

11 **CLOSE OF MEETING** *Time 11:13am*

Thank you to the Shire of Kondinin for hosting today's meetings.

RoeROC

*Roe Regional Organisation of Councils
Corrigin – Kondinin – Kulin - Narembeen*

COUNCIL MINUTES

**Shire of Kulin
Council Chambers
Thursday 1 November 2018**

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1. Opening and Announcements

Shire of Kulin Deputy President, Rodney Duckworth - Acting Chair, opened the meeting at 1.03pm.

2. Record of Attendance

Cr Rodney Duckworth Nicole Thompson	Deputy President, Shire of Kulin Minutes, Shire of Kulin
Cr Rhonda Cole Cr Kellie Mortimore Chris Jackson	President, Shire of Narembeen Councillor, Shire of Narembeen CEO, Shire of Narembeen
Mia Dohnt	CEO, Shire of Kondinin
Cr Lynette Baker Cr Des Hickey Natalie Manton	President, Shire of Corrigin Councillor, Shire of Corrigin CEO, Shire of Corrigin
Lauren Pittman	Roe Health EHO

3. Apologies

Cr Barry West Noel Mason Will Pearce Cr Sue Meeking	President, Shire of Kulin CEO, Shire of Kulin, Secretary Roe Health EHO President, Shire of Kondinin
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4. Guests

Cr Jeanette De Landgraft Denise Gobbart	President, Shire of Lake Grace CEO, Shire of Lake Grace
Zeta Welch Kellie Porter	Rural Health West Rural Health West

5. Minutes of Meetings – RoeROC Council Meeting – 20 September 2018

Comment

Approval required by Council for the minutes of the RoeROC meeting held on held 20 September 2018.

RESOLUTION 01/1018

That the Minutes of the RoeROC Meeting held 20 September 2018 be confirmed as a true and correct record.

Moved Cr Rhonda Cole

Seconded Cr Lyn Baker

Carried

Business Arising from the Minutes

Nil

6. Presentations

Kellie Porter provided some history on Rural Health West advising that due to a shortage of GP's, Shire's came together (originally through the Eastern Wheatbelt Primary Care Group) to find a solution to attract GP's to their towns. Rural Health West, along with the 5 member Councils, created a model which has been somewhat successful along the way. Rural Health West's funding (from State and Federal Government) has changed slightly and now covers Primary and Allied Health.

Kellie provided information on the following:-

- John Flynn Placement Program – encourages medical students to undertake a future rural career through rural placements. Medical students are matched with a rural doctor and spend 2 weeks each year over 4 years working in the rural community and immersing themselves in community activities whilst engaging with community members.
- Wheatbelt Medical Student Immersion Program (WMSIP) – brings 160 medical students to Wheatbelt communities for 4 days where they are exposed to the opportunities and limitations of working as a GP in a rural area. Currently Curtin and Notre Dame with UWA coming on board in 2020, which will create an increased need for additional host communities. Please consider if your town can help out in 2020.
- Recruitment – currently 107 general practice vacancies, 14 in the Wheatbelt (noted that this area has been easier to staff than in the past).

Questions from RoeROC Committee to Rural Health West:-

- Cr Lyn Baker – are the WMSIP students first years? *Notre Dame yes, Curtin 2nd year.*
- Cr Rodney Duckworth – do you need a local doctor on board to host a WMSIP student? *Yes it's good if they involved.*
- Cr Rhonda Cole asked about the recruitment of Doctors back to England? *Money is not enough to attract our Doctors.*

Shire Updates

Narembeen - Cr Kellie Mortimore

- Dr Peter Lines has been long term in Narembeen
- Building has been extended with additional consulting rooms
- Providing OT, physio, optometrist and attracting allied health so people don't leave town

Kondinin – Mia Dohnt

- Dr Mackie
- Audit passed and license renewed
- OT, physio and podiatrist services currently available
- 4 staff due to leave hospital in the next few months

Lake Grace – Denise Gobbart

- Olly & Abby are 2 years into 5 year contract, there is some angst in the community about work days and that they go to Perth every weekend
- Accreditation of surgery is finished
- On-call allowance has been removed (State government decision)
 - *Narembeen still receive the On-call allowance, possibly due to doctor residing in town full time*
- Due to roll out ETS on the wards - this will be of huge benefit
- Looking at getting a 3rd doctor and rotating on a week about basis

Corrigin – Cr Lyn Baker

- Dr Raj 4 days per week which the community are used to
- ETS in wards would be a huge bonus
- Corrigin appears to have one of the worst ambulance transfer rates in the state and currently have one senior volunteer leaving and another currently out of action

- Encourage everyone to read and comment on the Country Ambulance Strategy – KPI's for volunteers are a big concern; volunteers needs more support
 - *Narembeen looking at making a submission*
- Hospital has been refurbished and underwent accreditation last week along with Wogolin House (aged units).
- Visiting podiatrist, physio and chiropractor; dentist resides in town
- Wellness Centre could be better utilised in the future for allied health services
- Hospital uses a lot of agency nurses

Discussion on recent snake bite incident in Southern Cross and the requirements of stocking anti-venom in regional hospitals.

Health Workforce Scholarship Program (HWSP)

Kellie provided information on the above program which is an initiative of the Australian Government Dept Health designed to improve access to health services needed in rural areas. The \$1m program aims to support health professionals in rural and remote area's to develop their skills, capacity and scope of practice. Rural medical, nursing, midwifery, dentistry and allied health professionals can apply – as long as they meet a community need.

Cr Rodney Duckworth thanked Kellie and Zeta from Rural Health West for their time in attending the meeting.

Kellie Porter and Zeta Welch left the meeting at 1.35pm.

CR Lyn Baker advised that the Rural Health West Board is reviewing the company's Constitution and one suggestion is to have a seat on the Board allocated to Local Government. As this is her last term, Lyn urged all local governments to become members and highlighted the importance to have a Local Government Representative on the Board as they understand the issues at ground level and how any proposed services or programs will work in the community. Suggested WALGA may help with this appointment.

7. Matters for Decision

7.1 Finances – presented by Shire of Corrigin

RESOLUTION 02/1018

The RoeROC Financial Statements prepared by the Shire of Corrigin as at the 1 November 2018 indicating;

<i>Bendering Refuse Site balance</i>	<i>\$ 4,768.67</i>
<i>Environmental Health Service Scheme YTD expenditure</i>	<i>\$58,342.54</i>

be received.

Moved Mia Dohnt

Seconded Lyn Baker

Carried

7.2 RoeROC Regional Health Scheme MOU – Draft

Comments

- Corrigin changed from 3 days to 2 days – due to Lauren's Bendering work. Lauren would like to go to 3 days per fortnight for next year
- Budget for year to year – this may be best included in operational guidelines not the MOU
- Shire of Lake Grace hadn't seen the draft MOU, copy to be sent ASAP

RESOLUTION 03/1018

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

Moved Mia Dohnt

Seconded Cr Rhonda Cole

Carried

Lake Grace Comments

- *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?*

7.3 RoeROC MOU - Draft

Comments

- Some minor changes to tidy up dates, add in secretariat (host Council) and ensure consistent terminology
- The footnote on page 5 leaves the door open for additional contributions for any regional project that comes up
- Election of chair - leave it as host council supplies otherwise the meeting couldn't take place
- Rotation of host Council after Local Government elections (2 year rotation but could keep it longer if helpful) - 5.3.1, Mia to reword and send out (see below)

RESOLUTION 04/1018

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

Moved Cr Rhonda Cole

Seconded Cr Lyn Baker

Carried

Changes

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.*

7.4 Environmental Health – Lauren Pittman

Bendering Tip

- Presented photographs of Bendering Tip as at end of October showing new trenches
- Updated plan – *are we still going ahead with mounding or now back to digging trenches?*
 - ***Agreed Lauren to debrief with Noel Mason and Shire Works Managers and prepare a report to be circulated via email***
- Need to look into purchasing and fitting water tank
- There is an exposed pipe on road heading into site – *Kondinin to put gravel over it*

Recycling

- What has been the feedback regarding no glass into recycling? Are the 140L bins still big enough?
- Avon Waste unable to pick up red bins in Kondinin due to weight
- Need to keep reminding residents about no glass in recycling

Scheme

Chris Jackson brought to the groups attention that Will Pearce is currently looking after 5 Roe Shires and is employed by the Shire of Corrigin but doesn't actually work for Shire of Corrigin. Could one of the 5 Shire's he works for consider taking on the Scheme administration? Not sure how it would work, issues to work through. For consideration.

In regards to Will spending more time in Lake Grace and due to the travel being a factor it would be beneficial for the CEO's to look into this further. Lake Grace may in time need a full time EHO.

Chris commented that he is mindful that the group works together to resolve issues and felt it was important to put them on table.

Meeting agreed to accept Lauren Pittman's status update

Standpipes

Suggested that this matter be raised at the next zone meeting – leave it with Bruce Wittber?

8. Other Matters

8.1 2019 Meeting Dates

The following meeting would normally be 20 June 2019. CEO's have agreed to hold a "pre-budget" meeting, possibly April to discuss what combined expenditures and projects could be possible in 2019/20. With Shires now setting draft Budgets in June, is a June meeting still suitable? Possibly May meeting could suit more Shires?

Agreed next meeting to be held Thursday 21 March 2019 in Kulin

9. Closure

Cr Rodney Duckworth wished everyone a Merry Christmas, Happy Harvest & Happy New Year.

There being no further business, the meeting was declared closed at 2.30pm.

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
3388	08/10/2018	CORRIGIN COMBINED WINTER SPORTS COMMITTEE	BOND REFUND	\$ 600.00	TRUST
3389	08/10/2018	NICOLE LARKE	BOND REFUND	\$ 450.00	TRUST
EFT13081	08/10/2018	RENAE DAWSON	BOND REFUND	\$ 50.00	TRUST
EFT13082	08/10/2018	SHIRE OF CORRIGIN - MUNICIPAL	TRANSFER COMMISSION TO MUNI - APPLICATION BA14-2018	\$ 8.25	TRUST
EFT13164	22/10/2018	BUILDING COMMISSION (DEPT OF MINES, INDUSTRY REGULATION & SAFETY)	BUILDING SERVICES LEVY FOR SEPTEMBER 2018	\$ 68.98	TRUST
EFT13165	22/10/2018	CORRIGIN NETBALL CLUB	BOND REFUND	\$ 850.00	TRUST
EFT13171	31/10/2018	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKETING SALES FOR SEPTEMBER 2018	\$ 61.20	TRUST
EFT13172	31/10/2018	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKETING COMMISION FOR SEPTEMBER 2018	\$ 18.00	TRUST
EFT13173	31/10/2018	TYSON KENNY	BOND REFUND	\$ 50.00	TRUST
20357	08/10/2018	SYNERGY	ELECTRICITY CHARGES	\$ 3,795.45	MUNI
20358	12/10/2018	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 177.00	MUNI
20359	19/10/2018	SYNERGY	ELECTRICITY CHARGES	\$ 3,811.00	MUNI
20360	19/10/2018	WATER CORPORATION OF WA	WATER CHARGES	\$ 1,488.74	MUNI
20361	25/10/2018	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 177.00	MUNI
EFT13083	08/10/2018	ABCO PRODUCTS PTY LTD	ASSORTED CLEANING PRODUCTS AND MATERIALS	\$ 1,334.55	MUNI
EFT13084	08/10/2018	BAILEYS FERTILISERS	ASSORTED FERTILISER PRODUCTS	\$ 2,657.88	MUNI
EFT13085	08/10/2018	BEST OFFICE SYSTEMS	SHREDDER FOR ADMIN OFFICE	\$ 2,080.00	MUNI
EFT13086	08/10/2018	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES	\$ 2,927.43	MUNI
EFT13087	08/10/2018	BULLARING CONTRACTORS	WANDRRA - PUSHING UP GRAVEL	\$ 26,020.50	MUNI
EFT13088	08/10/2018	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 369.79	MUNI
EFT13089	08/10/2018	CENTRAL COUNTRY ZONE WALGA	2018 / 2019 ANNUAL SUBSCRIPTION	\$ 4,158.00	MUNI
EFT13090	08/10/2018	CHADWEN HOLDINGS TRUST	POSTAGE CHARGES FOR SEPTEMBER 2018	\$ 148.45	MUNI
EFT13091	08/10/2018	CORRIGIN ENGINEERING PTY LTD	HANDRAILS FOR NETBALL COURTS AT CREC	\$ 2,186.28	MUNI
EFT13092	08/10/2018	CORRIGIN NEWSAGENCY	STATIONERY SUPPLIES	\$ 279.00	MUNI
EFT13093	08/10/2018	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 10.73	MUNI
EFT13094	08/10/2018	ELDERS RURAL SERVICES AUSTRALIA LIMITED	SAFETY WORK BOOTS FOR STAFF	\$ 384.10	MUNI
EFT13095	08/10/2018	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL REPAIRS AND INSPECTIONS	\$ 881.58	MUNI
EFT13096	08/10/2018	HEATHER JANE IVES	STAFF REIMBURSEMENT	\$ 767.00	MUNI
EFT13097	08/10/2018	HUTTON AND NORTHEY SALES	METER READING - LOT 5 WALTON STREET	\$ 116.12	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13098	08/10/2018	IT VISION USER GROUP INC	2018 / 2019 MEMBERSHIP SUBSCRIPTION	\$ 748.00	MUNI
EFT13099	08/10/2018	JF & MA BAKER	WANDRRA - PURCHASE OF GRAVEL	\$ 6,600.00	MUNI
EFT13100	08/10/2018	JUST A LITTLE BIT FANCY	REFRESHMENTS AND CATERING	\$ 150.00	MUNI
EFT13101	08/10/2018	NARROGIN FURNISHINGS	SUPPLY AND INSTALL NEW CARPET FOR 36 CAMM STREET	\$ 4,200.00	MUNI
EFT13102	08/10/2018	NEU-TECH AUTO ELECTRICS	UHF RADIO, POWER SUPPLY, CABLE AND ANTENNA FOR 2 WAY RADIO AT DEPOT, PLANT PARTS AND REPAIRS TO DOLLY TRAILER & MOWER	\$ 1,162.26	MUNI
EFT13103	08/10/2018	NARROGIN GLASS	SUPPLY AND INSTALL 3 SLIDING DOORS AT 3 JANES DRIVE	\$ 1,773.78	MUNI
EFT13104	08/10/2018	PIPPA DAVEY	STAFF REIMBURSEMENT	\$ 113.35	MUNI
EFT13105	08/10/2018	SAFETY & RESCUE EQUIPMENT	CORRIGIN TOWN HALL INSPECTION - GST COMPONENT	\$ 15.00	MUNI
EFT13106	08/10/2018	SHIRE OF CORRIGIN - TRUST	TRANSFER BCITF LEVY TO TRUST - APPLICATION BA14-2018	\$ 99.75	MUNI
EFT13107	08/10/2018	STAR TRACK EXPRESS PTY LTD	FREIGHT CHARGES	\$ 93.61	MUNI
EFT13108	08/10/2018	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 1,464.17	MUNI
EFT13109	08/10/2018	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 645.16	MUNI
EFT13110	08/10/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES - WEEKLY VISITS	\$ 374.00	MUNI
EFT13111	08/10/2018	WESFARMERS KLEENHEAT GAS PTY LTD	LPG BULK GAS FOR CREC	\$ 1,387.06	MUNI
EFT13112	08/10/2018	WESTERN TYRES CORRIGIN	REPLACEMENT FRONT TYRES TO HINO TRUCK	\$ 1,030.00	MUNI
EFT13113	19/10/2018	ABCO PRODUCTS PTY LTD	ASSORTED CLEANING PRODUCTS AND MATERIALS	\$ 342.80	MUNI
EFT13114	19/10/2018	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT PLAN FOR BABAKIN CORRIGIN ROAD	\$ 412.50	MUNI
EFT13115	19/10/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 315.00	MUNI
EFT13116	19/10/2018	AVON WASTE	4 WEEKS RUBBISH COLLECTION - SEPTEMBER 2018	\$ 18,167.46	MUNI
EFT13117	19/10/2018	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE AND RESOURCE CENTRE	\$ 1,252.25	MUNI
EFT13118	19/10/2018	BGC QUARRIES	WANDRRA - PURCHASE OF GRANITE SPALLS	\$ 2,860.95	MUNI
EFT13119	19/10/2018	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FEE	\$ 23.71	MUNI
EFT13120	19/10/2018	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES	\$ 1,325.50	MUNI
EFT13121	19/10/2018	BULLARING CONTRACTORS	WANDRRA - PUSHING UP GRAVEL	\$ 36,522.75	MUNI
EFT13122	19/10/2018	BURKERT AUSTRALIA PTY LTD	PLANT PARTS FOR SWIMMING POOL	\$ 240.90	MUNI
EFT13123	19/10/2018	CENTRAL AGCARE INC.	2018 / 2019 DONATION	\$ 2,000.00	MUNI
EFT13124	19/10/2018	CHADWEN HOLDINGS TRUST	LIBRARY SERVICES FOR SEPTEMBER 2018, POSTAGE CHARGES FOR FLYER MAIL OUT	\$ 2,441.10	MUNI
EFT13125	19/10/2018	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 2,388.45	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13126	19/10/2018	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES	\$ 203.40	MUNI
EFT13127	19/10/2018	CORRIGIN TYREPOWER	NEW TYRES FOR CEO VEHICLE	\$ 602.00	MUNI
EFT13128	19/10/2018	CHADSON ENGINEERING PTY LTD	PLANT PARTS FOR SWIMMING POOL	\$ 1,810.34	MUNI
EFT13129	19/10/2018	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 10.73	MUNI
EFT13130	19/10/2018	DAWN'S DELIGHTS	REFRESHMENTS AND CATERING	\$ 308.00	MUNI
EFT13131	19/10/2018	DEPT OF FIRE & EMERGENCY SERVICES	2018 / 2019 EMERGENCY SERVICES LEVY	\$ 5,060.64	MUNI
EFT13132	19/10/2018	DIRECT UNIFORM DISTRIBUTORS	STAFF UNIFORM	\$ 323.40	MUNI
EFT13133	19/10/2018	DR T RAMAKRISHNA	INCENTIVE PAYMENT AS PER AGREEMENT	\$ 14,305.48	MUNI
EFT13134	19/10/2018	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES-SEPTEMBER 2018	\$ 661.18	MUNI
EFT13135	19/10/2018	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR OCTOBER 2018	\$ 10,582.54	MUNI
EFT13136	19/10/2018	GANNAWAY BROS.	POLY FITTINGS AND JOINERS, 12MM ROUND STEEL	\$ 109.00	MUNI
EFT13137	19/10/2018	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR SEPTEMBER 2018	\$ 16,887.44	MUNI
EFT13138	19/10/2018	HANSON CONSTRUCTION MATERIALS PTY LTD	SUPPLY AND DELIVER BLENDED BLUE METAL	\$ 2,323.38	MUNI
EFT13139	19/10/2018	IGA CORRIGIN	REFRESHMENTS AND CATERING	\$ 198.04	MUNI
EFT13140	19/10/2018	JASON SIGNMAKERS	WANDRRA - PURCHASE OF PLASTIC WHITE GUIDE POSTS	\$ 2,029.50	MUNI
EFT13141	19/10/2018	JUST A LITTLE BIT FANCY	REFRESHMENTS AND CATERING	\$ 150.00	MUNI
EFT13142	19/10/2018	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING	\$ 155.24	MUNI
EFT13143	19/10/2018	LANDMARK	FENCE DROPPERS	\$ 661.01	MUNI
EFT13144	19/10/2018	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 96.00	MUNI
EFT13145	19/10/2018	MCMILES INDUSTRIES PTY LTD	SERVICE HYDROTHERAPY POOL PUMP	\$ 495.22	MUNI
EFT13146	19/10/2018	NATURAL PARK	WANDRRA - PURCHASE OF GRAVEL	\$ 12,100.00	MUNI
EFT13147	19/10/2018	NEU-TECH AUTO ELECTRICS	PLANT PARTS AND REPAIRS TO NISSAN PATROL	\$ 1,112.05	MUNI
EFT13148	19/10/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER CONSULTANCY - RESOLVE IT ISSUES	\$ 765.00	MUNI
EFT13149	19/10/2018	QC ULTIMATE CLEAN	CARPET CLEANING AT RESOURCE CENTRE AND CREC	\$ 1,010.79	MUNI
EFT13150	19/10/2018	RE GEORGE	PLANT HIRE	\$ 1,496.00	MUNI
EFT13151	19/10/2018	REAC SYSTEMS	PLANT PARTS AND REPAIRS TO HYDROTHERAPY POOL	\$ 6,679.20	MUNI
EFT13152	19/10/2018	ROE TOURISM ASSOCIATION	2018 / 2019 ROE TOURISM ASSOCIATION MEMBERSHIP	\$ 5,000.00	MUNI
EFT13153	19/10/2018	SIGMA CHEMICALS	CHEMICALS AND PLANT PARTS FOR SWIMMING POOL	\$ 3,171.64	MUNI
EFT13154	19/10/2018	TALIS CONSULTANTS PTY LTD	PROVISION OF CONSULTANCY SERVICES	\$ 1,100.00	MUNI
EFT13155	19/10/2018	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING	\$ 128.50	MUNI
EFT13156	19/10/2018	TOTAL TOOLS BUNBURY	HARDWARE SUPPLIES FOR STAFF SALARY SACRIFICE	\$ 638.95	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13157	19/10/2018	VALLEY AIRCON & REFRIGERATION	CHECK OPERATION OF HYDROTHERAPY POOL PUMP	\$ 680.00	MUNI
EFT13158	19/10/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES - WEEKLY VISITS	\$ 888.25	MUNI
EFT13159	19/10/2018	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CREC BULK TANK FACILITY FEE	\$ 770.55	MUNI
EFT13160	19/10/2018	WESTERN HYDRAULICS CORRIGIN	PLANT PARTS AND REPAIRS TO LOADER	\$ 822.72	MUNI
EFT13161	19/10/2018	WESTERN MECHANICAL CORRIGIN	PLANT PARTS AND REPAIRS TO VARIOUS PLANT	\$ 6,363.09	MUNI
EFT13162	19/10/2018	WILLIAM PEARCE	STAFF REIMBURSEMENT	\$ 698.50	MUNI
EFT13167	25/10/2018	RED DUST HOLDINGS	WANDRRA WORKS FOR THE MONTH OF AUGUST 2018	\$ 430,855.70	MUNI
EFT13168	25/10/2018	AUSTRALIAN WORKERS' UNION	PAYROLL DEDUCTIONS	\$ 48.00	MUNI
EFT13169	25/10/2018	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 82.00	MUNI
EFT13170	25/10/2018	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 100.00	MUNI
EFT13174	31/10/2018	SHIRE OF NAREMBEEN	REIMBURSEMENT FOR ROEROC DINNER	\$ 910.00	MUNI
EFT13175	31/10/2018	ABCO PRODUCTS PTY LTD	ASSORTED CLEANING PRODUCTS AND MATERIALS	\$ 760.44	MUNI
EFT13176	31/10/2018	ADVANCED AUTOLOGIC PTY LTD	1000 LITRES OF BLUE HORIZON	\$ 700.00	MUNI
EFT13177	31/10/2018	AKOLADE PTY LTD	SOCIAL MEDIA FOR LOCAL GOVERNMENT SUMMIT	\$ 2,968.90	MUNI
EFT13178	31/10/2018	AUSTRALIA'S GOLDEN OUTBACK	SHIRE EDITORIAL IN 2019 AUSTRALIA'S GOLDEN OUTBACK HOLIDAY PLANNER	\$ 1,675.00	MUNI
EFT13179	31/10/2018	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES	\$ 2,435.40	MUNI
EFT13180	31/10/2018	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 172.83	MUNI
EFT13181	31/10/2018	CORRIGIN ENGINEERING PTY LTD	JOCKEY WHEELS FOR VARIOUS PLANT	\$ 302.45	MUNI
EFT13182	31/10/2018	CORRIGIN NEWSAGENCY	STATIONERY SUPPLIES	\$ 133.05	MUNI
EFT13183	31/10/2018	CORRIGIN TYREPOWER	4 NEW TYRES FOR DOLLY TRAILER	\$ 1,632.00	MUNI
EFT13184	31/10/2018	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 10.73	MUNI
EFT13185	31/10/2018	ELDERS RURAL SERVICES AUSTRALIA LIMITED	SAFETY WORK BOOTS FOR STAFF	\$ 192.05	MUNI
EFT13186	31/10/2018	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL REPAIRS AND INSPECTIONS	\$ 1,809.40	MUNI
EFT13187	31/10/2018	KC & JD BAKER	WANDRRA - PURCHASE OF GRAVEL	\$ 2,805.00	MUNI
EFT13188	31/10/2018	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2018 STATE CONFERENCE REGISTRATIONS	\$ 3,140.00	MUNI
EFT13189	31/10/2018	MCPEST PEST CONTROL	TERMITE TREATMENT OF TREES	\$ 220.00	MUNI
EFT13190	31/10/2018	METROCOUNT	HIRE OF TRAFFIC COUNTERS AND FIXTURES	\$ 7,211.60	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13191	31/10/2018	PM FUCHSBICHLER	PUMP OUT GREASE TRAP AT CREC, PUMP OUT SEPTIC TANK AT WALTON STREET TOILETS	\$ 900.00	MUNI
EFT13192	31/10/2018	PRIMARIES OF WA	SUPPLY AND DELIVER BULKER BAGS OF GP CEMENT	\$ 4,653.00	MUNI
EFT13193	31/10/2018	SURVEYMONKEY AUSTRALIA PTY LTD	SURVEYMONKEY STANDARD ANNUAL PLAN	\$ 261.82	MUNI
EFT13194	31/10/2018	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING	\$ 62.29	MUNI
EFT13195	31/10/2018	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 602.70	MUNI
EFT13196	31/10/2018	TONI GREGORY	REFUND FOR OVERPAYMENT OF RATES	\$ 649.77	MUNI
EFT13197	31/10/2018	TURFCARE AUSTRALIA	250G DESTINY SPRAYING CHEMICAL	\$ 577.50	MUNI
EFT13198	31/10/2018	WA LOCAL GOVERNMENT ASSOCIATION	RATES DEBT COLLECTION COURSE REGISTRATION	\$ 567.00	MUNI
EFT13199	31/10/2018	WA LIBRARY SUPPLIES	VARIOUS STAMPS FOR LIBRARY	\$ 176.75	MUNI
EFT13200	31/10/2018	WESTERN MECHANICAL CORRIGIN	PLANT PARTS AND REPAIRS TO WATER PUMP & RATTLE GUN	\$ 268.65	MUNI
EFT13201	31/10/2018	WREN OIL	1,000 LITRES OIL WASTE DISPOSAL, 500 LITRES OILY WATER DISPOSAL, ADMIN AND COMPLIANCE FEES	\$ 209.00	MUNI
EFT13163	22/10/2018	SHIRE OF CORRIGIN - MUNICIPAL	TRANSFER OF FUNDS FROM LIC TO MUNI DUE TO EFTPOS REFUND GIVEN AS CASH	\$ 4.60	LIC
EFT13166	16/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,697.50	LIC
DD9791.1	01/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,216.25	LIC
DD9793.1	02/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,786.60	LIC
DD9795.1	03/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,533.85	LIC
DD9797.1	04/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 755.65	LIC
DD9801.1	04/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,001.50	LIC
DD9799.1	05/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 286.85	LIC
DD9803.1	09/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 703.90	LIC
DD9832.1	10/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,091.35	LIC
DD9834.1	11/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,377.05	LIC
DD9836.1	12/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,472.45	LIC
DD9836.2	15/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,515.20	LIC
DD9840.1	17/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 411.30	LIC
DD9842.1	18/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 280.30	LIC
DD9851.1	19/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 898.95	LIC
DD9853.1	22/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 262.00	LIC

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD9855.1	23/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,029.30	LIC
DD9866.1	24/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 130.00	LIC
DD9868.1	25/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,539.55	LIC
DD9870.1	26/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 904.20	LIC
DD9872.1	29/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 124.30	LIC
DD9874.1	30/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,115.85	LIC
DD9876.1	31/10/2018	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 3,074.65	LIC
DD9811.1	01/10/2018	TELSTRA	PHONE CHARGES	\$ 163.88	MUNI
DD9812.1	01/10/2018	TELSTRA	PHONE CHARGES	\$ 469.88	MUNI
DD9813.1	01/10/2018	WESTNET PTY LTD	INTERNET CHARGES	\$ 85.39	MUNI
DD9814.1	01/10/2018	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI
DD9815.1	01/10/2018	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD9816.1	01/10/2018	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD9826.1	03/10/2018	NATIONAL AUSTRALIA BANK	CREDIT CARD PURCHASES	\$ 143.89	MUNI
DD9806.1	10/10/2018	WA SUPER	PAYROLL DEDUCTIONS	\$ 8,817.86	MUNI
DD9806.2	10/10/2018	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 102.55	MUNI
DD9806.3	10/10/2018	FIRSTWRAP PLUS SUPER AND PENSION	PAYROLL DEDUCTIONS	\$ 184.12	MUNI
DD9806.4	10/10/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,343.05	MUNI
DD9806.5	10/10/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 413.55	MUNI
DD9806.6	10/10/2018	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 214.02	MUNI
DD9806.7	10/10/2018	BT SUPERANNUATION INVESTMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 78.25	MUNI
DD9806.8	10/10/2018	CBH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 226.32	MUNI
DD9810.1	11/10/2018	TELSTRA	MOBILE PHONE CHARGES	\$ 609.36	MUNI
DD9809.1	17/10/2018	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD9895.1	19/10/2018	CLASSIC FUNDING GROUP PTY LTD	PHOTOCOPIER LEASE FOR RESOURCE CENTRE - FIRST RENTAL PAYMENT	\$ 243.60	MUNI
DD9848.1	24/10/2018	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,014.69	MUNI
DD9848.2	24/10/2018	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 102.55	MUNI
DD9848.3	24/10/2018	FIRSTWRAP PLUS SUPER AND PENSION	PAYROLL DEDUCTIONS	\$ 182.67	MUNI
DD9848.4	24/10/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,384.25	MUNI
DD9848.5	24/10/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 413.55	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF OCTOBER 2018

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD9848.6	24/10/2018	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 214.02	MUNI
DD9848.7	24/10/2018	BT SUPERANNUATION INVESTMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 228.72	MUNI
DD9848.8	24/10/2018	CBH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 226.32	MUNI
DD9827.1	29/10/2018	TELSTRA	PHONE CHARGES	\$ 70.86	MUNI
DD9828.1	29/10/2018	TELSTRA	PHONE CHARGES	\$ 91.80	MUNI
DD9829.1	29/10/2018	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD9830.1	29/10/2018	TELSTRA	PHONE CHARGES	\$ 258.73	MUNI
DD9860.1	31/10/2018	TELSTRA	PHONE CHARGES	\$ 163.89	MUNI
DD9861.1	31/10/2018	TELSTRA	PHONE CHARGES	\$ 537.59	MUNI
DD9878.1	01/10/2018	THE BOND ADMINISTRATOR	BOND ADMINISTRATOR DEBIT	\$ 460.00	TRUST
DD9880.1	17/10/2018	THE BOND ADMINISTRATOR	BOND ADMINISTRATOR DEBIT	\$ 400.00	TRUST
DD9882.1	23/10/2018	THE BOND ADMINISTRATOR	BOND ADMINISTRATOR DEBIT	\$ 444.00	TRUST
JNL	11/10/2018	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 10.10.2018	\$ 51,285.40	MUNI
JNL	25/10/2018	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 24.10.2018	\$ 54,894.81	MUNI

\$ 877,577.07

MUNICIPAL ACCOUNT PAYMENTS	\$ 841,903.49
TRUST ACCOUNT PAYMENTS	\$ 3,460.43
LICENSING ACCOUNT PAYMENTS	\$ 32,213.15
STEVENSON TRUST ACCOUNT PAYMENTS	\$ -
	\$ 877,577.07



SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 AUGUST 2018 TO 28 SEPTEMBER 2018

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-0455-3789-4143			
2/09/2018	GULL KARRAGULLEN MOTORS	48.03 LITRES OF DIESEL FUEL FOR CEO VEHICLE	\$ 71.52
22/09/2018	SHIRE OF KULIN	46.39 LITRES OF DIESEL FUEL FOR CEO VEHICLE	\$ 72.37
			CREDIT CARD TOTAL
			\$ 143.89
CARD NUMBER 4557-0455-3777-9989			
			CREDIT CARD TOTAL
			\$ -
			BILLING ACCOUNT
			\$ -
			TOTAL CREDIT CARD PAYMENTS
			\$ 143.89

I, Catherine Ospina Godoy, Manager Finance, have reviewed the credit card payments and confirm that from the descriptions on the documentation provided that ;

- all transactions are expenses incurred by the Shire of Corrigin;
- all purchases have been made in accordance with the Shire of Corrigin policy and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the any corporate credit card is evident .

Catherine Ospina Godoy

Signature

18 / 10/2018 .



Statement for
NAB Business Visa (BFP)
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3061
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS NATALIE ANITA MANTON
 Account No: [REDACTED] 4143
 Statement Period: 29 August 2018 to 28 September 2018
 Cardholder Limit: \$10,000

Transaction record for: MRS NATALIE ANITA MANTON

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
4 Sep 2018	\$71.52	GULL KARRAGULLEN MOTOR KARRAGULLEN	Fuel 1 CR				74229858246
24 Sep 2018	\$72.37	SHIRE OF KULIN KULIN	Fuel 1 CR				74229858266
Total for this period	\$143.89		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: N. Manton

Date: 16/10/18

271/21/01/M01456/S003973/1007945

CEO Key Performance Indicators October to March 2018

Economic Objective

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

Strategic Community Plan Outcome	Strategic Community Plan Strategies	CBP Action	Actions	Current Strategic Plan Rating	Improvement Priority	Actions to March 2019	Actions 2019/20
1.1 A well planned and connected transport and communications network within the district	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.	High Importance Low Satisfaction	2	Engage consultants to commence the development of Road Asset Management Plan	
	1.1.2 Maintain transport network in line with asset management plans	1.1.2.1	Prepare and review an annual Road Works Program for a minimum of a 10 year period outlining future capital renewals, upgrades and expansions within Councils available funding aligned to asset management plan.	High Importance Low Satisfaction	2	Officer workshop with consultants to prepare 10 year road program.	Finalise 10 year road program and present to Council June 2019
1.3 Well supported diverse industry and business	1.3.1 Develop and implement an Economic and Tourism Strategy for the district	1.3.1.3	Economic and Tourism - Develop strategies, programs and initiatives to be incorporated in LTFP and annual budgets.	High Importance Low Satisfaction	4	Commence concept plan for Rotary Park	Finalise concept plan for Rotary Park redevelopment including toilet block, playground, connections to town centre and tourist amenities
						Commence Concept Plan for Caravan Park ablution block	Budget for Caravan Ablution Block included in 2019/20 budget

Environment Objective

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

Strategic Community Plan Outcome	Strategic Community Plan Strategies	CBP Action	Actions	Current Strategic Plan Rating	Improvement Priority	Actions to March 2019	Actions 2019/20
2.2 A well-managed built environment	2.2.1 Review and implement asset management plans within available resources	2.2.1.1	Assess Council's built environment current condition and establish future capital and maintenance requirements to meet required service levels.			Assess current condition of buildings in Shire of Corrigin and future capital and maintenance requirements.	
		2.2.1.2	Maintain and review Asset Management Plans (AMP) for Council's built environment.			Develop 10 year buildings asset management plan including replacement, renewal and upgrades.	
	2.2.2 Maintain the integrity of heritage buildings within available resources	2.2.2.1	Identify and update Municipal Heritage Inventory and Conservation Plans	Low Importance High Satisfaction	27	Obtain quotes and engineering report to plan for repairs to Town Hall ceiling in 2019/20 using Town Hall Conservation Plan	Repairs to Town Hall ceiling completed by March 2020
	2.2.3 Enhance and maintain our townscape	2.2.3.1	Manage and maintain the Council's parks, gardens and open space at appropriate service levels and standards.	Low Importance High Satisfaction	29		New trees in car park at pool
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.	Low Importance High Satisfaction	24	Improvements to Main Street including painting bollards and street furniture, refresh planter boxes and trees		

Social Objective

An effectively serviced, inclusive and resilient community

Strategic Community Plan Outcome	Strategic Community Plan Strategies	CBP Action	Actions	Current Strategic Plan Rating	Improvement Priority	Actions to March 2019	Actions 2019/20
3.1 An inclusive, welcoming and active community	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	High Importance Low Satisfaction	5		
		3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities	High Importance Low Satisfaction	5		
	3.1.4 Collaborate with emergency service and community volunteers	3.1.4.1	Engage with the community, in particular volunteers and volunteer organisations to establish how the community can ensure a going sustainable volunteer services / roles within the community.	High Importance Low Satisfaction	5	liaise with St John Ambulance, Senior Citizens, sporting and community groups	
3.2 A community for all ages	3.2.1 Implement Aged Friendly Community Plan	3.2.1.1	Undertake programs, strategies and initiatives from Aged Friendly Community Plan and incorporate them in Council's AMP & LTFP	High Importance Low Satisfaction	3	Develop a plan for the continued improvement to the footpath / pathways network within the Corrigin town site.	
		3.2.1.2	Services and facilities within the Shire provides for a aged friendly Community	High Importance Low Satisfaction	3	Encourage organisers to be active in promoting events through a variety of formats, including Windmill, Facebook, and website (events Calendar).	
		3.2.1.4	Support current and future groups and organisations for the provision of aged care facilities and services within the district.	High Importance Low Satisfaction	3	Attend meetings and provide support to Corrigin Senior Citizen's Committee, Corrigin Hospital and Wogolin House.	
	3.2.1.5	Lobby stakeholders to ensure the necessary services to support aged care are accessible in Corrigin	High Importance Low Satisfaction	3	Members of Parliament, aged care service providers, neighbouring Councils		
	3.2.2 Collaborate with key stakeholders to encourage youth engagement	3.2.2.1	Collaborate with key stake holders, including youth within the district to develop a youth strategy.	High Importance Low Satisfaction	6	Interaction with school, community groups and sporting clubs	
3.2.2.3		Promote opportunities for youth development, employment and activities.	High Importance Low Satisfaction	6			

Leadership Objective

Strong governance and leadership

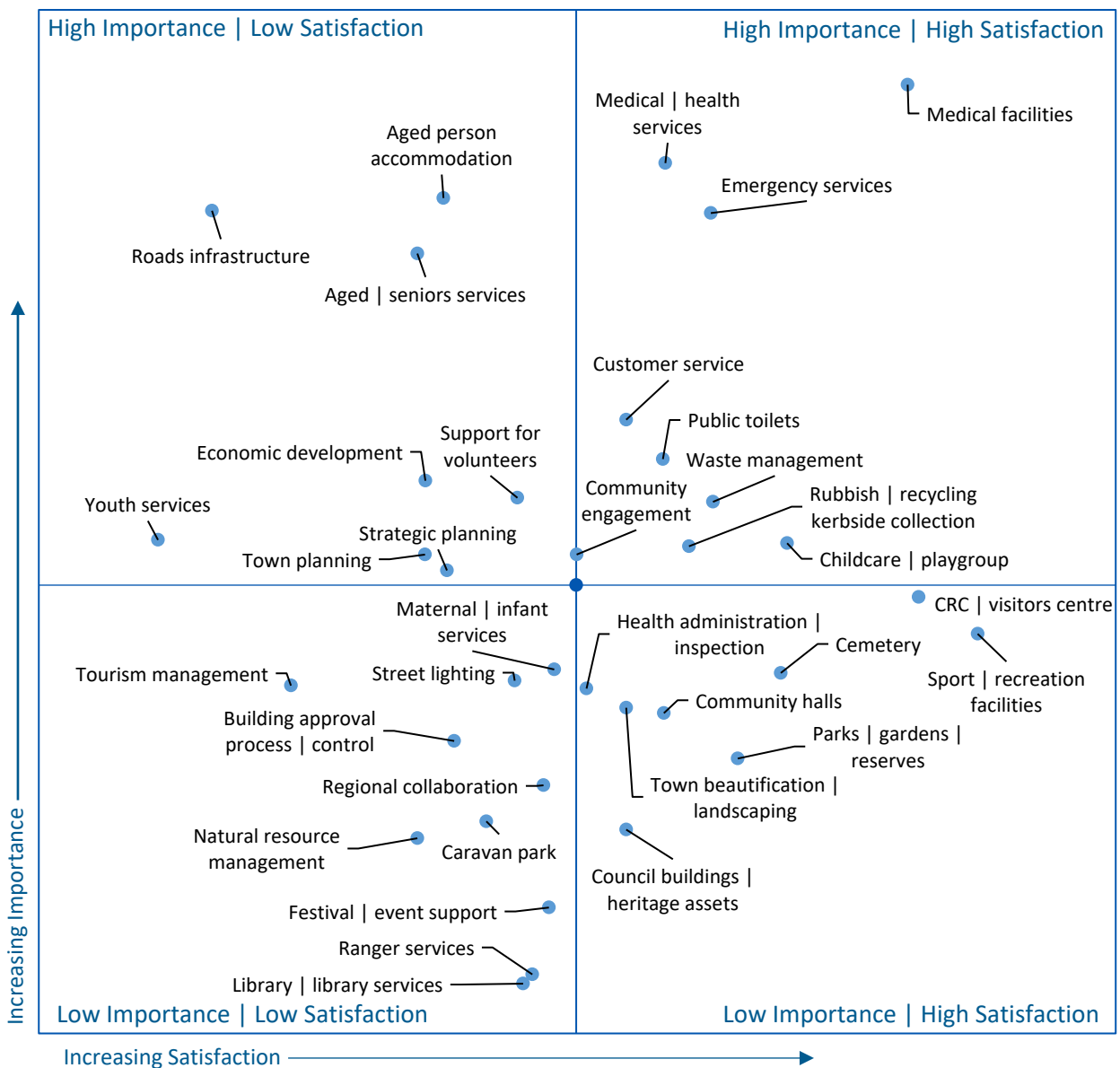
Strategic Community Plan Outcome	Strategic Community Plan Strategies	CBP Action	Actions	Current Strategic Plan Rating	Improvement Priority	Actions to March 2019	Actions 2019/20
4.1 A strategically focussed dynamic Council serving the Community	4.1.1 Provide leadership, communication and active engagement with the community	4.1.1.5	Use print, electronic and social media to inform residents of key decisions, options considered and any implications of decisions	High Importance High Satisfaction	9	Ongoing communication via newsletter, Windmill News, website, Facebook	
		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	High Importance Low Satisfaction	8	
	4.1.3 Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability				Financial Management and Risk Review and Synergyssoft audit by April 2019.
4.1.3.3		Provide Council adequate and appropriate financial information on a timely basis				Monthly reporting to Council and budget review Feb 2018	
4.2 An effective and efficient organisation	4.2.3 Maintain a strong customer focus	4.2.3.2	Provide a vibrant, up to date , user friendly website for both the Shire of Corrigin and CRC which proactively engages with residents	High Importance High Satisfaction	9	Regular content updates with news and events, New venue hire forms	
		4.2.4 Provide a positive and effective workplace	4.2.4.1	Develop and implement a workforce plan and appropriate human resource management policies and procedures to meet current and future workforce needs	High Importance Low Satisfaction	8	Update policies and procedures. Renew contract arrangements with Manager of Works by December 2018
		4.2.4.2	Provide a positive workplace that enables for the development and support of employees in delivering an effective and coherent workplace			Negotiate new Enterprise Agreement by February 2019	Improve workplace culture through social events, positive feedback, and promoting professional development and training opportunities to staff.

Community Response (continued)

Survey respondents rated their perspective of the importance and their level of satisfaction with current and anticipated Shire services. Based on the survey results, the relative importance and satisfaction of various Shire services, community facilities and infrastructure was determined.

Services and facilities with a higher than average importance to the community are reflected in the top half of the chart below. Services and facilities the community is most satisfied with are reflected in the right half of the chart below.

Relative Importance and Satisfaction with the Shire's Services and Facilities



Mrs. Lyn Baker
P.O. Box 304
Corrigin 6375.

The Corrigin Lodge N^o 120
P.O. Box 48
Corrigin 6375
10-09-18

Dear Lyn,
I have been asked by the members of the Corrigin Lodge to request a rate reduction. As we are rapidly approaching the cost of replacing roof and ceiling of our building being built in 1927.

As we are a charitable organization and I note that Kulin Shire give their masonic lodge a rate reduction.

I realize that it is a difficult time at the moment but respectfully request it be considered for the future.

Yours Faithfully
Peter Lubod (sec).



Current details for ABN 58 284 634 069

ABN details

Entity name:	MASONIC FOUNDATION
ABN status:	Active from 01 Jul 2000
Entity type:	Other Unincorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jun 2004
Main business location:	WA 6008

Australian Charities and Not-for-profits Commission (ACNC)

MASONIC FOUNDATION is registered with the [Australian Charities and Not-for-profits Commission \(ACNC\)](#) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	03 Dec 2012

Business name(s)

Business name	From
Masonic Charity Outlet	10 Oct 2017
Masons Charity Outlet	10 Oct 2017
MCO (WA)	05 Sep 2017

Charity tax concession status

MASONIC FOUNDATION is a [Charity](#) endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Rebate	01 Jul 2005
Income Tax Exemption	01 Jul 2000

Deductible gift recipient status

MASONIC FOUNDATION is endorsed as a Deductible Gift Recipient (DGR) from 01 Jul 2000. It is covered by [Item 1](#) of the table

Important

Please read [Deductible Gift Recipient \(DGR\)](#) information before making a gift.

ABN last updated: 27 Sep 2018

Record extracted: 14 Nov 2018

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).

Roe Regional Environmental Health Services Scheme – renewal of the MOU

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 that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2018 and expiring on the 30 June 2023. The MOU can be extended by the Member Councils in writing.

Member Councils are asked to consider the extension of the MOU.

ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2018

BETWEEN:

the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;

the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;

the SHRE OF KULIN of Johnston Street, KULIN, WA;

the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and

the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.

collectively known as the (“**Member Councils**”)

BACKGROUND

- A. Each of the Member Councils are local government authorities established under the Local Government Act 1995.
- B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the Health Act 1911.
- C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. (“the Scheme”).
- D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS)**. The Scheme will operate under the shortened title of **RoeHealth**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this Memorandum of Understanding in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

AND THE MEMBER COUNCILS AGREE:

1. Definitions & Interpretation

1.1 Definitions

- 1.1.1 “**Act**” means the Local Government Act 1995;
- 1.1.2 “**Scheme Costs**” means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 “**Billing Period**” means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 “**Costs Schedule**” means Schedule 1 attached to this Memorandum;
- 1.1.5 “**Host Council**” means the **Shire of Corrigin**;
- 1.1.6 “**Environmental Health Services**” means the services outlined in Schedule 1 attached to this Memorandum;
- 1.1.7 “**Committee**” means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.8 “**Scheme**” means the Roe Regional Environmental Health Services Scheme;
- 1.1.9 “**Memorandum**” means this Memorandum of Understanding;
- 1.1.10 “**Operating Guidelines**” means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;
- 1.1.11 “**Other Member Councils**” means the Member Councils that are not the Host Council.

1.2 Interpretation

- 1.2.1 .
- 1.2.1 *Unless the contrary intention appears:*
 - 1.2.1.1 Words noting the singular shall include the plural and vice versa.

- 1.2.1.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.1.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.1.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.1.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. **Term**

- 2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2018 and expiring on the 30 June 2023, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. **Negotiate In Good Faith**

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. **The Member Councils Obligations**

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme**;

4.1 **Host Council**

On behalf of the Other Member Councils, the Host Council agrees;

4.1.1 **Administration**

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme;

4.1.2 **Membership of the Committee**

- 4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee;
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines;

4.1.3 **Finances**

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network;

4.1.4 **Environmental Health Officers**

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement (“EA”) or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate;
- 4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any);
- 4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be

provided to enable the Environmental Health Officers to effectively carry out their duties;

- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;
- (a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and
 - (b) supervise the conduct of and compliance of Environmental Health Officers Administrator with the EA;
- 4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, “approval” means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote;

4.2 **The Other Member Councils**

The Other Member Councils agree;

4.2.1 **Finance**

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 **Membership of the Committee**

- 4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;
- 4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;
- 4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 **All Member Councils**

The Member Councils agree:

4.3.1 **Reporting**

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

5. **Scheme Committee**

5.1 The Member Councils agree to establish a Committee for the purposes specified below.

5.2 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;

5.2.1 considering the strategic direction of the Scheme;

5.2.2 considering any major policy issues in relation to the Scheme; and

5.2.3 reviewing, discussing and preparing budgets for the Scheme.

5.3 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.

5.4 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.

5.5 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.

5.6 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.

5.7 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

6. **Operational Guidelines**

6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational

Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.

- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. **Variation**

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. **Withdrawal**

- 8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the “Notice Period”) to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.
- 8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. **Additional Members**

- 9.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
- 9.1.1 to be bound by the terms and conditions of this Memorandum;
- 9.1.2 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. **No Partnership**

This Memorandum does not create or evidence a partnership between the Member Councils.

11. Acknowledgement

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

12. Winding Up

12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

13. Disputes Between Member Councils

13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF LAKE GRACE)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

SCHEDULE 1**ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME
(ROEHEALTH)
OPERATIONAL GUIDELINES**

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of RoeHealth.

Role of the SchemeGovernance

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

Services Schedule

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

- General health application enquiries;
- Caravan Park and Camping Grounds Compliance and Licensing;
- Effluent disposal applications;
- Food Premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest Control licencing and enforcement;
- Public building inspections and enforcement;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water Sampling;
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

Visitation Schedule

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	16.66%	2
Shire of Kulin	16.66%	2
Shire of Kondinin	25%	3
Shire of Lake Grace	25%	3
Shire of Narembeen	16.66%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

Scheme equipment and resources

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

Role of the EHO

Service Delivery

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

Record Keeping

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

Role of Member Councils

Flexibility in visitation

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

Office space

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

Access to ITC networks

Member Councils will provide reasonable access for Environmental Health Officers to ITC networks and the internet.

Record keeping

Member Councils will establish appropriate records management systems for environmental health related records.

Administrative support

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

Nominated Liaison person

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

Role of the Member Council CEO

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Scheme Committee Meetings; and
- c. The role of the Environmental Health Officers is appropriately supported.

Role of the Host Council

Financial records & reporting

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

HR management

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

Record keeping

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

RoeROC

Roe Regional Organisation of Councils

SHIRE OF CORRIGIN

and

SHIRE OF KONDININ

and

SHIRE OF KULIN

and

SHIRE OF NAREMBEEN

MEMORANDUM OF UNDERSTANDING

July 2018 to June 2023

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AGREEMENT

This Memorandum of Understanding (MOU) dated 1st July 2018 between

the **SHIRE OF CORRIGIN** of Lynch Street, CORRIGIN, Western Australia, and

the **SHIRE OF KONDININ** of Gordon Street, KONDININ, Western Australia, and

the **SHRE OF KULIN** of Johnston Street, KULIN, Western Australia, and

the **SHIRE OF NAREMBEEN** of 1 Longhurst Street, NAREMBEEN, Western Australia.

("the Member Councils")

DRAFT

OPERATIVE PART

1 NAME

The name of the regional organisation of councils is the Roe Regional Organisation of Councils (RoeROC).

2 REGIONAL PURPOSES

The regional purposes for which RoeROC is established are to:

- a) Undertake the activities defined as projects and services in accordance with Clause 7:
- b) Provide a means for the Member Councils, through voluntary participation and the integration and sharing of resources, where requirements of clause 7.1 are met, to:
 - (i) Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2;
 - (ii) Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2;
 - (iii) Promote productive effectiveness and financial benefit to the Member Councils where there are common and shared community of interest linkages;

3 OBJECTIVES

The objectives of RoeROC shall be:

- a) To carry out the Regional Purposes in a manner which enhances and assists in the advancement of the Region,
- b) 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,
- c) To encourage cooperation and resource sharing on a regional basis
- d) 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.

4 DEFINITIONS

In this Memorandum of Understanding unless the context requires otherwise;

“Act” means the Local Government Act 1995;

“Project” means the undertaking of any activity for a Regional Purpose described in clause 2(b);

“Proposal” means the proposal to undertake a Project;

“Region” means the districts of the Member Councils;

“Regional Purposes” means any regional purpose referred to in clause 2.

“RoeROC” means the Roe Regional Organisation of Councils;

“Secretariat” means an employee of the host Member Council who provides secretarial support to the RoeROC.

5 THE ORGANISATION

5.1 Appointment of members

- a) The President and Chief Executive Officer of a Member Council are members of RoeROC.
- b) A Member Council may appoint one elected member and one Officer as a deputy from the Council of the Member Council who are able to attend the RoeROC meetings.
- c) A Member Council may appoint a nominee in lieu of the Shire President or Chief Executive Officer under sub-clause 5.1(a).

Footnote: Deputy Chief Executive Officers or similar positions as well as Councillors from each of the Member Councils are encouraged to attend meetings.

5.2 Tenure of members of ROEROC

A member of RoeROC shall hold office until either:

- a) The member ceases to be a member of the Council or CEO of the Member Council or
- b) The member is removed by the Member Council.

5.3 Election of Chairperson and Deputy Chairperson

- (1) 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.

5.4 Tenure of Chairperson and Deputy Chairperson

- (1) The Chairperson and Deputy Chairperson should hold those offices until the election of a new chairperson and deputy chairperson pursuant to clause 5.3 (1).
- (2) The Chairperson and Deputy Chairperson in office at time of extension or renewal of this MOU shall continue in office until an election is held as required by clause 5.3 (1)

5.5 Role of Chairperson

The Chairperson:

- a) Presides at meetings of RoeROC;
- b) Carries out civic and ceremonial duties on behalf of RoeROC;
- c) Speaks on behalf of RoeROC; and
- d) Liaises with the Secretariat on RoeROC's affairs and the performance of its functions.

5.6 Role of Deputy Chairperson

- (1) The Deputy Chairperson performs the functions of the Chairperson, when authorised to do so, under this clause.
- (2) The Deputy Chairperson may perform the functions of Chairperson if;
 - a) The office of Chairperson is vacant; or
 - b) The Chairperson is not available or is unable or unwilling to perform the functions of Chairperson,

5.7 Role of Members of Roe Regional Organisation of Council

A member of RoeROC:

- a) Represents the interests of the electors and residents of the Region;
- b) Facilitates communication between the community of the Region and RoeROC;
- c) Participates in the RoeROC's decision-making processes at meetings of the RoeROC and its committees; and
- d) Performs such other functions as are given to the member.

6 FINANCIAL CONTRIBUTIONS

6.1 Annual or Capital Contributions

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.

6.2 Manner of Payment

The contributions referred to in clauses 6.1 shall be paid by each Member Council to RoeROC in the manner determined by RoeROC.

7 PROJECTS OR SERVICES

7.1 Requirements

RoeROC shall only undertake a Project or Service in accordance with this clause and provided that:

- a) RoeROC is satisfied that any services and facilities that it will provide:
 - i) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
 - ii) Within the district of a Member Council, do not duplicate, to an extent that the Member Council consider inappropriate, services or facilities provided by the Commonwealth, the State or any body or person, whether public or private; and
 - iii) Are managed efficiently and effectively;
- b) The requirements for the preparation of a business plan under section 3.59 of the Act, if applicable, are complied with.

Footnote:

In certain circumstances, a proposal to undertake a Regional Purpose may require the preparation of a business plan under the Act – see section 3.59.
Nothing prevents RoeROC or Member Councils providing a financial contribution to regional projects and services at any time.

7.2 Project Plan to be Prepared

Where RoeROC is considering a proposed Project or Service it shall prepare a Project Plan.

7.3 Contents of a Project Plan

A Project Plan should include:

- a) A clear definition of the proposed Project or Service;
- b) Details of the expected cost and benefits for the Member Councils;
- c) A project time-line with performance milestones clearly outlined;

- d) The proportion (and the basis of its calculation) in which the Project Member Councils will make contributions towards:
 - i) The acquisition of any asset of a capital nature required for the Project or Service;
 - ii) The operating expenditure, including administrative expenses, relating to the Project or Service.
- (e) The manner of payment of the contributions referred to in paragraph (d);
- (f) The proportion entitlement or liability, as the case may be (and the basis of its calculation) of the Project Member Councils in the event that the Project or Service is wound up;
- (g) The manner of payment of the entitlement or liability referred to in paragraph (i);
- h) The procedure for the giving of notice by a Project Member Council wishing to withdraw from the Project or Service including the period of notice;
- i) The proportional entitlement or liability, as the case may be (and the basis of its calculation), of a Project Member Council when withdrawal of that Project Member Council from the Project or Service takes effect;
- j) The amount, if any, of interest payable where contributions are not made on the due date for payment; and
- k) The entitlement, if any, of a Member Council which is not a Project Member Council to join a Project or Service and the procedure to be followed including the period of notice given by that Member Council.

7.4 Member Councils to be Given Project Plan

Upon completion of the Project Plan RoeROC shall give a copy of the Project Plan to each of the Member Councils.

7.5 Election to Participate in Project

Each Member Council shall, within a reasonable period determined by RoeROC, elect whether to participate in the New Project or Service by giving notice of its election to RoeROC.

7.6 Project Member Councils

The Member Councils, which elect to participate in a Project or Service, are the Project Member Councils in respect of that Project or Service.

7.7 Review of Project Plan

- (1) As soon as practicable after the period referred to in clause 7.5, RoeROC shall:
 - a) Review the Project Plan and its viability having regard to the number of Member Councils who have elected to participate;
 - b) Decide whether to proceed with the Project or Service; and
 - c) Give notice to each of the Project Member Council of its decision.
- (2) Where the number of Member Councils which have elected to participate is less than the number, if any, specified in the Project Plan or less than all of the Member Councils where no number is specified, then RoeROC will give the Member Councils an opportunity to withdraw their election before the RoeROC decides to proceed under clause 7.7(b).

7.8 Project Member Councils to be Bound

Where RoeROC decides to proceed with a Project or Service and gives notice of its decision to each of the Project Member Councils in accordance with clause 7.7, then each of the Project Member Councils shall be bound by the terms of the Project Plan as if those terms were set out in this Agreement.

7.9 Winding Up of Project or Service

The RoeROC Council may resolve to wind up a Project or Service. An absolute majority vote will be required by the RoeROC Council to resolve to wind up any project or service.

7.10 Division of Assets

- (1) Subject to sub-clause (2), if a Project or Service is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the Project or Service then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Member Councils in the proportions referred to in the Project Plan.
- (2) Sub-clause (1) shall not apply where the Project Member Councils advise RoeROC that a realisation of the property and assets is not necessary.

7.11 Division of Liabilities

If a Project or Service is to be wound up and there remains any liability or debt in excess of the realised property and assets of the Project or Service then the liability or debt is to be met by the Project Member Councils in the proportions referred to in the Project Plan.

7.12 Indemnification by Project Member Councils of the RoeROC

If a Project or Service is wound up then the Project Member Councils shall indemnify RoeROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

7.13 Current Projects

All current projects and services are listed in schedule 3 as updated from time to time

8 TERM AND TERMINATION

8.1 Term of Agreement

Unless otherwise wound up or extended, this Agreement will terminate on 30 June 2023.

8.2 Winding up by Agreement

The Member Councils may, by agreement, wind up RoeROC.

8.3 Division of Assets

If the RoeROC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of RoeROC then the property and assets shall be realised and the Proceeds along with any surplus funds shall be divided among each of the Member Councils in the same proportions as the contributions of a particular Member Council to RoeROC.

8.4 Division of Liabilities

If RoeROC is to be wound up and there remains any liability or debt in excess of the realised property and assets of RoeROC then the liability or debt is to be met by each of the Member Councils in the same proportions as the contributions of a particular Member Councils to the assets of RoeROC bear to the total of such contributions by all Member Councils.

9 WITHDRAWAL OF A MEMBER COUNCIL

9.1 Withdrawal

A Member Council may, at any time between 1 July and 31 December in any year, give to RoeROC notice of its intention to withdraw from RoeROC.

9.2 When Withdrawal to Take Effect

The withdrawal of a Member Council shall take effect from the end of the financial year, in which notice of withdrawal under clause 9.1 is given.

9.3 Entitlement or Liability of Withdrawing Member Council

As soon as practicable following the withdrawal of a Member Council, RoeROC shall:

- a) Distribute to the Member Council an amount equal to the proceeds and any surplus funds which would have been payable if RoeROC was wound up; or
- b) Be entitled to recover from the Member Council an amount equal to the liability or debt which would be payable by the Member Council if the RoeROC was wound up, as the case may be.

9.4 Member Councils May be Required to Pay Distribution

If the RoeROC is unable to meet the distribution referred to in clause 9.3(a) from funds on hand then, unless the RoeROC decides otherwise, the Member Council (other than the Member Council that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the RoeROC.

10 ADMITTING NEW MEMBERS

- (1) Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- (2) Prospective new members may be admitted and shall be required to;
 - a) Submit a project plan to RoeROC that responds to the guidelines described in section 7.3 – Contents of a Project Plan
 - b) On entry a new member shall be required to contribute to RoeROC a sum that is described in the project plan as "the entry sum" and in addition a sum equal to the current year's contribution schedule as described in section 6.1 or a discretionary sum agreed to by the RoeROC.

Footnote:

1. Part 3 Division 4 Section 3.65 (2) of the Local Government Act 1995 describes the process of amending the Establishment Agreement.

11 DISPUTE RESOLUTION

11.1 Dispute

In the event of any dispute or difference ('dispute') arising between the Member Councils and RoeROC or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Councils or RoeROC or the Member Councils (as the case may be) may give to the other Member Councils and RoeROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council or RoeROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

11.2 Arbitration

At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon

receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

11.3 Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Member Councils consent to each other and to ROEROC being legally represented at any such arbitration.

12 INTERPRETATION

12.1 Interpretation

In this Memorandum of Understanding unless the context requires otherwise:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing any gender include the other genders;
- c) References to persons include corporations and bodies politic;
- d) References to a person include the legal personal representatives, successors and assigns of that person;
- e) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- f) References to this or any other document include the document as varied or replaced, and notwithstanding any change in the identity of the parties;
- g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- h) An obligation of two or more parties shall bind them jointly and severally;
- i) If a word or phrase is defined cognate words and phrases have corresponding definitions;
- j) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;
- k) An obligation incurred in favour of two or more parties shall be enforceable by them jointly and severally;
- l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- n) References to this Memorandum of Understanding include its schedules.

12.2 Headings and Footnotes

Headings and footnotes shall be ignored in construing this Memorandum of Understanding.

12.3 Time

- a) References to time are to local time in Perth, Western Australia;
- b) Where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

13 AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- (1) The Member Councils may amend this Memorandum of Understanding by unanimous agreement of the Member Councils.
- (2) This Memorandum of Understanding can be amended to include another local government as a party to the amending agreement.

DRAFT

Schedule 1 – Execution

EXECUTED by the Parties

THE COMMON SEAL of SHIRE OF CORRIGIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KONDININ)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KULIN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF NAREMBEEN)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

Schedule 2 – Regional Purposes

1. Cooperation

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

2. Tourism & 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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).

8. 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.

Schedule 3 – Existing Projects and Services

Regional waste site agreement (Bendering Tip)
Licence to use land
Regional Environmental Health Services Scheme

DRAFT

RAV Preliminary Assessment 12/11/2018

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Harvest Mass Management Approved	Average Daily Traffic VPD	School Bus Route YES/NO	Sealed/unsealed	Road width metres	Sealed width	Sight distance - list any restrictions	Road Condition	Should any conditions be imposed? If so please add. Eg no operation on unsealed roads visibly wet, headlights on, 40km/hr?	Other comments
4040053	Middleton Rd	Corrigin South Rd (13.1)	Rabbit Proof Fence Rd (17.94)	Nil	7	4	0 - 75	NO	UNSEALED	8		in places (need 100 metre vision on crests and corners)	FAIR (needs gravel in places)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
		Middleton Rd (0.00)	Corrigin South Rd (13.1)	4	7	4	0 - 75	NO	UNSEALED	7.5		in places (need 100 metre vision on crests and corners)	FAIR (needs gravel in places)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040007	Rabbit Proof Fence Rd	Brookton-Corrigin Rd and Quairading - Corrigin Rd (0.00)	Rabbit Proof Fence Rd Nth (29.31)	5	7	4	76 - 150	YES	SEALED	8.5	7	in places (need 100 metre vision on crests and corners)	FAIR	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040004	Bullaring-Gorge Rock Rd	Wickepin - Corrigin Rd (0.00)	Corrigin Kondinin Rd (24.46)	4	7	4	0 - 75	YES	BOTH	7.5	3.6	in places (need 100 metre vision on crests and corners)	FAIR	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040087	Parsons Rd	Bilbarin East Rd (0.00)	Nambadilling Rd (16.06)	Nil	4	4	0 - 75	NO	UNSEALED	8.5		Lacks clearance and sight and road is narrow in places (need 100 metre vision on crests and corners)	GOOD (needs gravel In places)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040101	Sorenson Rd	Bilbarin - Quairading Rd (0.00)	End of road (2.7)	Nil	4	4	0 - 75	NO	UNSEALED	6		in places (need 100 metre vision on crests and corners) VERY NARROW	BAD condition(needs gravel and widening)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040017	Corrigin-Wogerlin Rd	Babakin - Corrigin Rd (0.00)	Bilbarin - Quairading Rd (12.71)	Nil	4	4	0 - 75	YES	BOTH	8	3.6	Lacks clearance and sight distance and road is narrow in places (need 100 metre vision on crest and corners) VERY NARROW	BAD condition(Bitumen section very narrow and Dangerous)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040118	Vivian Rd	Rabbit Proof Fence Rd (0.00)	Corrigin South Rd (5.15)	Nil	7	4	0 - 75	NO	UNSEALED	4		Lacks clearance and sight distance (BUSH TRACK) VERY NARROW needs a lot of work	Bad condition	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	Condition that road not be entered until radio contact established that there is no other RAV on road. No access to or from Corrigin South Road
4040074	Sixty Eight Gate Rd	Rabbit Proof Fence Rd (0.00)	Wickepin - Corrigin Rd (7.72)	Nil	4	4	0 - 75	NO	UNSEALED	7.5		Lacks clearance and sight distance and road is narrow in places. (railway line included)	FAIR condition (needs gravel and widening)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	Approval does not apply to B-double combination
4040161	Williams Rd	Pannell Rd (0.00)	Williams Rd (0.97)	Nil	4	4	0 - 75	NO	UNSEALED	7.5		Lacks clearance and sight distance and road narrow in places.	FAIR condition (needs gravel and widening in places)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040066	Pannell Rd	Bilbarin - Quairading Rd (0.00)	Pannell Rd (9.78)	Nil	4	4	0 - 75	NO	UNSEALED	7.5		Lacks clearance and sight distance and road narrow in places.	FAIR condition (needs gravel and widening in places)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040052	Old Kulin Rd	Doyle North Rd and Middleton Rd (0.00)	Bullaring - Gorge Rock Rd (6.29)	Nil	7	4	0 - 75	NO	UNSEALED	6.5		Lacks clearance and sight distance and road narrow in places.	in places) Plenty of Crests and corners (dangerous)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040080	Schultz Rd	Corrigin South Rd (0.00)	Corrigin Kondinin Rd (6.12)	Nil	7	7	0 - 75	NO	UNSEALED	7.5		Lacks clearance and sight distance and road narrow in places. Dangerous crests from SLK 1.13 to Hartley road	BAD condition (needs gravel and widening in places) Plenty of Crests (dangerous)	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040057	Hartley Rd	Bullaring - Gorge Rock Rd (0.00)	Schultz Rd (5.52)	Nil	7	7	0 - 75	NO	UNSEALED	7.5		Lacks clearance and sight distance and road narrows in places	BAD condition in places	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	No left turn permitted into Schultz Road from Hartley Road
4040014	Corrigin South Road	CBH Access Rd (0.75)	Schultz Rd (10.837)	Tandem Drive 4	Tandem Drive 7	?	0 - 75	NO	SEALED	9.5	3.6	Plenty of width and clearance.Sight distance on Connellys S bend could be better	GOOD	Headlights on 80km/hr	
4040080	Schultz Road	Corrigin South Rd (0.00)	Farm Gate (1.14)	Nil	Tandem Drive 7	7	0 - 75	NO	UNSEALED	9		Clearance and sight distance Ok from all gateways to intersection	GOOD Needs Gravel	No operation on unsealed roads when visibly wet, Headlights on 40km/hr	
4040168	Corrigin-Bruce Rock Road	Brookton Hwy (0)	Parsons Road (10.079)	Tandem Drive 6	Tandem Drive 7	?	76 - 150	YES	SEALED	10	7	Brookton highway 0.00 6 metre seal. There are issues with sight distance closer to town	GOOD 6 metre seal not wide enough	Headlights on 80km/hr	
4040007	Rabbit Proof Fence Road	Brookton Hwy (0)	Jenkyn Rd (8.013)	Tandem Drive 5	Tandem Drive 7	?	76 -150	YES	SEALED	10	7	One of our better roads. Capable to cater for RAV 7 from Jenkyns road. There is a railway line. Site distance could be an issue with main roads	GOOD	Headlights on 80km/hr	