



Agenda Attachments

May 2019

ATTACHMENT 7.1.1 PREVIOUS ORDINARY COUNCIL MEETING MINUTES

**ATTACHMENT 7.2.1. BUSHFIRE ADVISORY COMMITTEE MEETING
MINUTES**

ATTACHMENT 7.2.2. ROE TOURISM GENERAL MEETING MINUTES

ATTACHMENT 7.2.3 CENTRAL COUNTRY ZONE MINUTES MEETING

ATTACHMENT 7.2.4 AUDIT AND RISK MANAGEMENT MINUTES

ATTACHMENT 8.1.2 ACCOUNTS FOR PAYMENT – APRIL 2019

ATTACHMENT 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

**ATTACHMENT 8.1.4. MONTHLY FINANCIALS – APRIL 2019 (SEPARATE
ATTACHMENT)**

ATTACHMENT 8.2.1 FIREBREAK ORDER 2019-20

ATTACHMENT 8.2.2 NOTICE OF ANNUAL GENERAL MEETING 2019

ATTACHMENT 8.3.2 TIANCO TRANSPORT QUAIRADING - CORRIGIN ROAD

SHIRE OF



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 16 APRIL 2019



*Strengthening our community now to grow and prosper
into the future*

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FORMATS FOR PEOPLE WITH DISABILITY

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1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. L Baker opened the meeting at 3.02pm.

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. M A Weguelin

Cr. S G Hardingham

Cr. J A Mason

Chief Executive Officer

Governance Executive Officer

Manager Finance

N A Manton

J K Baker

D C Ospina Godoy

APOLOGIES

NIL

LEAVE OF ABSENCE

NIL

3 PUBLIC QUESTION TIME

NIL

4 MEMORIALS

The Shire was advised that Allan Jeffrey, Harry Riley and Matthew Rankin have passed away since the last meeting.

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 19 March 2019 (Attachment 7.1.1).

COUNCIL RESOLUTION

(37/2019) Moved: Cr Gilmore Seconded: Cr Weguelin

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 March 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 CENTRAL COUNTRY ZONE

Minutes of the Central Country Zone meeting held on Friday 15 March 2019 (Attachment 7.2.1).

COUNCIL RESOLUTION

(38/2019) Moved: Cr Dickinson Seconded: Cr Hickey

That the minutes of the Central Country Zone meeting held on Friday 15 March 2019 (Attachment 7.2.1) be received.

Carried 7/0

7.2.2 ROE REGIONAL ORGANISATION OF COUNCILS

Minutes of the Roe Regional Organisation of Councils meeting held on Thursday 21 March 2019 (Attachment 7.2.2).

COUNCIL RESOLUTION

(39/2019) Moved: Cr Mason Seconded: Cr Weguelin

That the minutes of the Roe Regional Organisation of Council meeting held on Thursday 21 March 2019 (Attachment 7.2.2) be received.

Carried 7/0

7.2.3 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE

Minutes of the Chief Executive Officer Performance Review Occasional Committee meeting held on Tuesday 16 April 2019 (to be tabled).

COUNCIL RESOLUTION

(40/2019) Moved: Cr Weguelin Seconded: Cr Mason

That the minutes of the Chief Executive Officer Performance Review Occasional Committee meeting held on Tuesday 16 April 2019 (to be tabled) be received.

Carried 7/0

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:	2/04/2019
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – MARCH 2019:

CUSTOMER ACCESSING ‘FEE FOR SERVICE’ AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 18	SALES	MTHLY	FROM JULY 18
Internet Use / Computer Use	18	172	Movie Club Fees	9	78
Photocopying / Printing / Faxing	21	317	Phonebook Sales	11	162
Laminating / Binding / Folding	7	54	Moments In Time Books	0	4
Sec. Services / Scans / CD Burning	5	54	Book Sales	1	3
Room Hire	7	48	Wrapping Paper / Postcard Sales	2	12
Equipment Hire	5	10	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	0	48	Phone calls	0	1
Resource Centre Membership Fees	0	18	Sale of Assets	0	0
Exam Supervision	0	1			
Total:	63		Total:	23	
Monthly People through:	86				
CUSTOMER ACCESSING ‘CORRIGIN CRC SERVICES’					
SERVICES	MTHLY	FROM JULY 18	SERVICE	MTHLY	FROM JULY 18
Phonebook Enquiries	3	35	Corrigin Toy Library	7	66
Tourism	16	358	Broadband for Seniors / Webinars	5	71
Government Access Point	0	10	General Enquires (Face/Email/Website)	84	1212
Community Information	35	451	Corrigin Public Library	63	426
Conf. / Vid Conf. / Training /	153	690	Corrigin Library eResources	94	160
University Exams	0	1			
Total:	207		Total:	253	
Monthly People through:	460				

TOTAL FOR THE MONTH OF MARCH: 546

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – MARCH 2019

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
SMYL – Community Services	2	Professional Office	Commercial Booking
Thank a Volunteer – Sundowner	50	Town Hall	N/A
Forest Personnel - Employment	1	Professional Office	Commercial Booking
Medical Student – Immersion Program	21	Conference Room	N/A
Movie Club – March	11	Conference Room	N/A
Holyoake – Counselling	3	Professional Office	Commercial Booking
Dept. of Regional Development	1	Professional Office	Commercial Booking
Bike Week – Bike n Seek	55	Adventure Playground	N/A
Forest Personnel - Employment	3	Professional Office	Commercial Booking
Primaries – Meeting	3	Video Conference Room	Commercial Booking
Holyoake – Counselling	3	Professional Office	Commercial Booking

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546				

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

(41/2019) Moved: Cr Hickey

Seconded: Cr Gilmore

That Council receives the Corrigin Community Resource Centre Report.

Carried 7/0

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	4/04/2019
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 – March 2019

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 March 2019 are provided as Attachment 8.1.2 – Accounts for Payment – March 2019.

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	13597 - 13611, 13613 - 13633, 13637 - 13671	\$607,494.81	
	Cheque	020391 - 020396	\$34,132.81	
	Direct Debit	March 2019	\$33,373.41	
	Payroll	March 2019	\$136,582.26	\$811,583.29
Trust	EFT	13612, 13634 - 13636	\$1,843.22	
	Cheque	003390	\$650.00	
	Direct Debit	No Payments	\$0.00	\$2,493.22
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	March 2019	\$102,514.30	\$102,514.30
Edna Stevenson	Cheque	000063 - 000064	\$878.78	\$878.78
Total Payments for the Month of March 2019				\$917,469.59

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 – March 2019, 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	EFT13596	EFT13597
Municipal	Cheque	020390	020391
Trust	Cheque	003389	003390
Edna Stevenson	Cheque	000062	000063

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

(42/2019) Moved: Cr Mason

Seconded: Cr Hickey

That Council reviews the list of accounts paid and acknowledges that payments totalling \$917,469.59 have been made during the month of March 2019.

Carried 7/0

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10/04/2019
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 30 January 2019 to 28 February 2019.

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

(43/2019) Moved: Cr Hardingham Seconded: Cr Weguelin

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 30 January to 28 February 2019 for \$1,077.17.

Carried 7/0

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/04/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – March 2019

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 March 2019.

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

(44/2019) Moved: Cr Gilmore Seconded: Cr Hickey

That Council accept the Statement of Financial Activity for the month ending 30 March 2019 included as Attachment 8.1.4 as presented, along with notes of any material variances.

Carried 7/0

8.2 GOVERNANCE AND COMPLIANCE REPORTS

8.2.1 CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE RECOMMENDATIONS

Applicant:	CEO Performance Review Occasional Committee
Date:	11/04/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO declared financial interest as item relates to CEO salary
File Ref:	PERSONNEL - MANTON
Attachment Ref:	Attachment 8.2.1 – Confidential CEO Performance Review Attachment under separate cover

REASON FOR CONFIDENTIALITY

The Chief Executive Officer's (CEO) 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.

OFFICER'S RECOMMENDATION

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

SUMMARY

The CEO Performance Review Occasional Committee is recommending that Council endorse the resolutions from the meeting held on 16 April 2019 regarding the CEO's performance.

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.

The CEO's performance review was undertaken on 16 April 2019, prior to the Council Meeting, in accordance with the terms of the Contract of Employment and the Local Government Act 1995.

To assist Council in the process of review, the CEO prepared a confidential report outlining evidence of achievements measured against the performance criteria. Independent consultants Price Consulting Pty Ltd were engaged to assist with the review.

COMMENT

A confidential report was presented to Council as part of the performance review process.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

5.21 CEO Performance Review

FINANCIAL IMPLICATIONS

CEO salary is contained in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Review Council policies and Corporate Business Plan
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the shire	4.1.3.5	Provide Council with adequate and appropriate information on a timely basis.

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RECOMMENDATION

That Council recommend to Council that it:

- 1. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the 2018-2019 review period.*
- 2. Accepts the outcome of 'Meets Expectations' and thanks Ms Manton for her efforts.*
- 3. Approves an annual remuneration increase of 1% to the base salary, to take effect on the contract's anniversary date.*
- 4. Approves an increase to the housing allowance in line with the Salaries and Allowances Tribunal determination.*
- 5. Approves the proposed KPIs (attached) for the 2019-2020 period.*

COUNCIL RESOLUTION

(45/2019) Moved: Cr Mason Seconded: Cr Weguelin

That Council recommend to Council that it:

- 6. Notes that the appraisal of Ms Natalie Manton, Chief Executive Officer, has been completed for the 2018-2019 review period.*
- 7. Accepts the outcome of 'Meets Expectations' and thanks Ms Manton for her efforts.*
- 8. Approves an annual remuneration increase of 1% to the base salary, to take effect on the contract's anniversary date.*
- 9. Approves an increase to the housing allowance in line with the Salaries and Allowances Tribunal determination.*
- 10. Approves the proposed KPIs (attached) for the 2019-2020 period.*

Carried 7/0

8.2.2 BUDGET REVIEW

Applicant:	Shire of Corrigin
Date:	3/05/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0022
Attachment Ref:	Attachment 8.2.2 – Budget Review

SUMMARY

Council is being requested to adopt the Annual Budget Review for the year ending 30 June 2019.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* require Council to undertake a review of its Budget in each financial year between 1 January and 31 March. A Statement of Financial Activity incorporating year to date budget variations and forecasts for the period ending 31 March 2019 is presented for Council to consider. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

COMMENT

A review of the actual expenses to date compared to the 2018/19 adopted budget has been conducted and the expected variances are shown in the attached report.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The budget has been reviewed to continue to deliver on other strategies adopted by council and maintain a high level of services across all programs. The budget has also been reviewed on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.68

Local Government (Financial Management) Regulations 1996 33A

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budget variations outlined in budget review document.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COUNCIL RESOLUTION

(46/2019) Moved: Cr Hickey

Seconded: Cr Weguelin

That Council

- 1. adopt the Review of Budget Report for the year ending 30 June 2019 in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 (Attachment 8.2.2).*
- 2. forward the adopted Budget Review to the Department of Local Government in accordance with the Local Government (Financial Management) Regulations 1996.*

Carried 7/0

8.2.3 CORRIGIN AGRICULTURAL SOCIETY BUDGET REQUEST

Applicant:	Shire of Corrigin
Date:	10/04/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO has paid membership to Corrigin Agricultural Society Inc
File Ref:	RCS.0017
Attachment Ref:	Attachment 8.2.3

SUMMARY

Council is being requested to consider a request for financial contribution to Corrigin Agricultural Society.

BACKGROUND

The Shire of Corrigin has received a request from the Corrigin Agricultural Society for financial and in kind support for the 2019 Corrigin Show. The 97th Corrigin Show will be held on Saturday 14 September 2019 and is expected to be attended by 1200 to 1500 people.

The Corrigin Agricultural Society Inc has requested that the Shire of Corrigin consider providing financial and in-kind support to a similar level to previous years including:

Cash Contribution

- Financial assistance towards fireworks of \$2,500 (actual cost is expected to be \$5,090).

In Kind

- Shire cleaner for approximately three hours.
- Building Supervisor time to check temporary structures and health and safety documentation.
- Use of rubbish truck on Saturday and Sunday.
- Large red rubbish bins and extra green and yellow bins including staff time to install and remove.
- Use of the Corrigin Recreation Centre master key for one week.
- Permanent car parking bays in the car park.

COMMENT

The Corrigin Show is a valuable community event for all ages and members of the community. The event showcases the talent of local people and involves the local schools, businesses and community groups. The Shire of Corrigin has been a strong supporter of the Corrigin show in the past and is a great community event.

The request for budget consideration will enable time for Corrigin Agricultural Society to plan their event.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Policy 2.12 Budget Consideration/ Preparation

The objective of the project is to provide guidelines for the timely management of the budget adoption process.

Public consultation and budget expenditure requests from Elected Members, community groups and individuals will commence in April each year, with a closing date in May.

Budget workshops with Councillors are to be held in the months of May and June presenting the draft budget with final adoption prior to 31 August.

FINANCIAL IMPLICATIONS

Cash contribution in 2019/20 budget of approximately \$2,500 and in kind support of Shire of Corrigin staff time.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Social Objective

An effectively serviced, inclusive and resilient community

Outcome 3.1 An inclusive, welcoming and active community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1.1	Work in partnership with community and sporting groups.	3.1.1.1	Provide leadership and governance of local sports clubs and groups.
		3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities.
3.1.2	Continue to provide infrastructure to support social wellbeing of the community	3.1.1.2	Provide well serviced and maintained infrastructure that can be utilised by the community for the provision of social and wellbeing activities in accordance with asset management planning.
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

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

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(47/2019) Moved: Cr Hardingham Seconded: Cr Gilmore

That Council consider placing an amount of \$2,500 in the 2019/20 budget as a contribution towards the fireworks for the 2019 Corrigin Agricultural Show as well as in-kind support for cleaning, rubbish removal and safety compliance.

Carried 7/0

8.3 WORKS AND GENERAL PURPOSES

NIL

9 NOTICE OF MOTIONS FOR THE NEXT MEETING

NIL

10 CHIEF EXECUTIVE OFFICER'S REPORT

Annual Leave

The CEO took leave for two weeks at the end of March and early April. Thank you to Heather Talbot for Acting in the role of CEO and keeping the operations of the shire running smoothly during this time.

Financial and Risk Management Review

It has been a very busy time for staff with the recent financial and risk management review.

Central Country Zone Meeting

The Shire of Corrigin hosted the March meeting of the Central Country Zone and welcomed approximately 50 delegates from surrounding shires. It was a busy day as we also said farewell to our visiting medical students from Notre Dame and Curtin University.

11 PRESIDENT'S REPORT

- Attended Roe Roc meeting
- Attended Rural Health West Conference
- Attended announcement of \$70 million for Secondary Freight Route project
- Attended Mayors and Presidents Policy Forum
- Attended Notre Dame Medical Students Debrief along with Cr Weguelin

12 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

- Cr Hickey, Cr Gilmore and staff represented the Shire of Corrigin at the Rose Bowl event at Kondinin on Friday 5 April 2019.

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

NIL

14 INFORMATION BULLETIN

15 WALGA AND CENTRAL ZONE MOTIONS

NIL

16 NEXT MEETING

Ordinary Council meeting on Tuesday 21 May 2019 at 3.00pm.

17 MEETING CLOSURE

The Chairperson, Shire President Cr. L Baker closed the meeting at 4.23pm.



BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes

Thursday 11 April 2019

4.00pm

Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

1. DECLARATION OF OPENING

The Chairperson, President Lyn Baker opened the meeting at 4.05pm.

2. ATTENDANCE AND APOLOGIES

Attendance

President
Chief Executive Officer
Councillor
DFES
Chief Bush Fire Control Officer
Bush Fire Control Officers

Cr Lynette Baker
Natalie Manton
Rick Gilmore
Grant Hansen 4.12pm
Greg Evans 4.23pm
Sandow Jacobs
Craig Jespersen
John Hewett
Tim George
Bruce Talbot
Ray Hathaway
Bruce Mills 4.11pm
Paul McBeath
Greg Doyle
Kim Courboules
Braden Grylls
Garrick Connelly

Apologies

Manager Works and Services
Deputy Chief Bush Fire Control Officer
Bush Fire Control Officers

Greg Tomlinson
Andrew Szczecinski
Tony Guinness
Adam Rendell
Paul Baker
Steven Bolt
Bryce Nicholls

3. CONFIRMATION OF PREVIOUS MINUTES

Moved – R Gilmore Seconded C Jespersen

That the minutes of the Shire of Corrigin Bush Fire Advisory Committee meeting held on 12 October 2018 be accepted as a true and correct record.

Carried

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Query regarding cost of Telstra text messages. To be discussed in general business.
Question regarding any fines for breaches of bush fire letters. No fines were issued.

5. ELECTION OF OFFICERS

Chief Fire Control Officer

Recommendation 1

Moved G Doyle Seconded B Grylls

That Greg Evans be appointed Chief Bush Fire Control Officer for 2019/20.

Carried

Deputy Chief Fire Control Officer**Recommendation 2****Moved S Jacobs Seconded G Connolly***That Andrew Szczecinski be appointed Deputy Chief Bush Fire Control Officer for 2019/20.***Carried****Recommendation 3****Moved S Jacobs Seconded G Connolly***That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2019/20.***Carried****Fire Control Officers****Recommendation 4****Moved K Courboules Seconded J Hewett***That the following people be appointed as Bush Fire Control Officers for 2019/20:***Bilbarin Brigade**

Sadow Jacobs	PO Box 37, Corrigin	9065 2042	0427 652 042
Bruce Mills	Post Office, Corrigin	9062 9012	0428 956 779
Steven Bolt	PO Box 226, Corrigin	9065 2043	0427 652 043
Paul McBeath	PO Box 87, Corrigin	9062 9024	0427 629 024

Bullaring Brigade

Andrew Szczecinski	PO Box 124, Corrigin	9065 7014	0429 657 014
Greg Evans	Post Office, Bullaring	9065 7021	0429 657 021
Greg Doyle	PO Box 109, Corrigin	9880 9048	0427 809 044
Craig Jespersen	PO Box 18, Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71, Corrigin	9063 7014	0429 883 799

Bulyee/Kunjin Brigade

Ray Hathaway	PO Box 90, Brookton	9642 7045	0488 138 904
Tony Guinness	PO Box 35, Corrigin	9065 7079	0429 657 004
John Hewett	PO Box 239, Corrigin	9063 2480	0427 632 480
Braden Grylls	PO Box 115, Corrigin	9065 8006	0428 658 048

Corrigin East Brigade

Tim George	PO Box 159, Corrigin	9065 5045	0427 655 045
Kim Courboules	PO Box 79, Corrigin		0427 632 624
Bruce Talbot	PO Box 75, Corrigin	9063 2132	0427 632 224

Central Brigade

Garrick Connolly	PO Box 26, Corrigin	9063 2956	0488 632 107
Adam Rendell	PO Box 200, Corrigin	9063 2291	0427 632 291
Natalie Manton	PO Box 221, Corrigin	9063 2203	0427 425 727

Carried**Fire Weather Officers****Recommendation 5****Moved T George Seconded B Talbot***That the Chief Bush Fire Control Officer, the two Deputy Chief Bush Fire Control Officers and Sadow Jacobs be appointed as Fire Weather Officers for 2019/20.***Carried**

Harvest Ban Officers

Recommendation 6

Moved P McBeath Seconded C Jespersen

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Ray Hathaway, Braden Grylls (if Ray Hathaway is unavailable) as authorised Harvest Ban Officers for 2019/20.

Carried

Training Officer

Recommendation 7

Moved G Doyle Seconded S Jacobs

That that Greg Evans be appointed as training Officer for 2019/20.

Carried

Dual Fire Control Officers

Recommendation 8

Moved G Connelly Seconded J Hewett

That the following people be appointed as Dual Fire Control Officers for 2019/20:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Ray Hathaway
Wickepin Shire	Craig Jespersen, Greg Doyle
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Greg Doyle, Bryce Nicholls
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Ray Hathaway, Braden Grylls

Carried

Note: Bruce Rock does not appoint Dual Fire Control Officers. The Shire of Corrigin Bush Fire Advisory Committee (BFAC) considers it appropriate to continue to recommend to Council that Dual Fire Control Officers be appointed to all neighbouring local governments.

6. GENERAL BUSINESS

1. Fire Reports

A total of eight fires this season with a variety of causes including:

- 1x smouldering chaff heaps May 2018
- 4 lightning fires Nov 2018
- 1x machinery/ crop Dec 2018
- 1x Motorbike Jan 2019
- 1x Road verge Feb 2019

Discussion on communication methods – FCO's to look into What's App and other communication tools.

2. Fuel Cards

Volunteer fuel cards for the 2018/2019 financial year have been available at the Great Southern Fuels Corrigin Office since 29 November 2018.

Each Bushfire Control Officer's is allocated the following amount as in previous years:

Bushfire Control Officers -2018/2019

Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	\$ 1,000.00
Andrew Szczecinski	\$ 500.00
Steven Bolt	\$ 500.00
Sadow Jacobs	\$ 266.67
Bruce Mills	\$ 266.67
Paul McBeath	\$ 266.67
Greg Doyle	\$ 266.67
Craig Jespersen	\$ 266.67
Bryce Nicholls	\$ 266.67
Ray Hathaway	\$ 266.67
Tony Guinness	\$ 266.67
John Hewett	\$ 266.67
Braden Grylls	\$ 266.67
Tim George	\$ 266.67
Kim Courboules	\$ 266.67
Bruce Talbot	\$ 266.67
Garrick Connelly	\$ 266.67
Adam Rendell	\$ 266.67
	<hr/>
	\$ 6,000.00
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The preferences for collection are as follows:

1. Bulk pick up using personal fuel trailer/jerry cans/vehicles/boats.
2. As part of a bulk delivery – please note that Great Southern Fuels will not be offering special deliveries for the allocated amount as it's not financially viable for them for such a small amount.
3. Bulk drop – Great Southern Fuels are willing to do a 'drop' to the most central farm in each brigade where BFCO's can meet and collect their allocated amount. This is to cater for those BFCO's that do not have road worthy/licenced fuel trailers to collect their allocated amount in Corrigin. This will need to be pre-arranged.

The fuels cards will expire in June 2019 so please collect your allocation as soon as possible.

3. Firebreak Order 2019/2020

Fire break order for 2019/2020 was reviewed and there were no changes except to dates.

Text message notice to be sent out prior to Easter advising that no burning is permitted from midnight Thursday 18 April to midnight Sunday 21 April 2019 due to the dry conditions.

4. Bush Fire Radios

BFCO's reviewed list of bush fire radios within the shire and updated details.

5. Burning Permits

CEO requested that BFCO please tick box on permit requiring landholder to notify shire on the day they are burning for early permits. This is very helpful when calls are received from members of the public asking if help is required at a fire.

6. Text Messages

Many people are using phones instead of two way now and messaging services can be useful when attendance at a fire is required. The shire messaging service is sent to 683 people including local farmers, as well as CBH, Western Power, DFES etc. This service costs approx. 22c per text so approximately \$150 per message. The service is set up so that messages can be sent to a specific brigade only if required.

The database is set up on a web based messaging service that can be accessed remotely and is not specific to one person's phone. Brigades may wish to set up their own What's App messaging groups but this will not be maintained by the Shire.

Shire staff will continue to maintain the Telstra SMS messaging service.

7. OTHER BUSINESS

Responsibility and Chain of Command at Fires

The Chief BFO, Greg Evans raised issue of brigade members taking charge or fires and requesting help without the knowledge or permission of a Fire Control Officer.

Fire Control Officers to remind brigade members that the designated BFCO should be notified as soon as possible of a fire. The BFCO will assess the situation and determine what personnel and resources are needed and call for assistance from the shire or other sources if required. There may be legal, financial and/or safety issues if this process is not followed and brigade members operate outside the guidelines.

Grant Hansen DFES report

- New staff member in office and Anika can help with paper work, memberships, etc.
- Quiet fire season- no major incidents but did send people outside region.
- Preseason report and late season report what is happening in shire, rainfall, soil dryness, fuel loads and BOM data. To try to determine what fire season is likely to be like pre fire season and then late in the fire season. Will be looking for some feedback.
- Albany fires May 2017
- Review section 46 Bush Fires Act prohibit lighting of fires at any time of the year and ask people to put fires out outside of the prohibited or restricted period.
- Can extend restricted burning period but cannot reduce it by more than 14 days.
- DFES looking into SMS for severe weather warnings to Chief Bush Fire Control Officers and shires.

- New fire truck (broadacre 4x4 4000ltr) due soon but is still a back log in building trucks.

8. MEETING CLOSURE

There being no further business the Chairperson thanked everybody for their attendance and closed the meeting at 4.30pm.



MINUTES

General Meeting Monday 15 April 2019 at Shire of Narembeen

1. **MEETING OPENED** *Time: 10:37am*

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Cr Bevan Thomas*

Vice President – *Cr Janeane Mason*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight, Jennie Gmiener*
- Corrigin -
- Kondinin – *Tory Young*
- Kulin – *Cr Robbie Bowey*
- Lake Grace – *Cr Allan Marshall*
- Narembeen – *Sheree Thomas*

Associate Members: *Carly Kenny*

2.2. Apologies: *Sharyn McAdams, Wayne Monks, Gary Repacholi, Natalie Manton, Cr Mikaela Spurr, Cr Gerard Lynch, Cr Kent Mouritz, Cr Deb Clarke, Alana Rosenthal*

2.3. Guests: *Cindy Miller- Dept. of Biodiversity, Conservation & Attractions*

3. **PREVIOUS MINUTES**

3.1. **Confirmation – General Meeting**

RESOLUTION

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Lake Grace on Monday 18 February 2019 be confirmed as a true and accurate record of proceedings.

Moved Cr Robbie Bowey

Seconded Janeane Mason

CARRIED

3.2. **Business Arising from Previous General Meeting Minutes**

4. CORRESPONDENCE

4.1 Inwards

- 4.1.1 WDC – WRGS Acquittal Acceptance Letter
- 4.1.2 Caravanning Australia – Winter 2019 Advertising Booking Order Form
- 4.1.3 The West Aust. Newspaper – Wheatbelt Travel Magazine Ad (multiple emails)
- 4.1.4 CWVC – 2019 Perth Caravan & Camping Show – stand & roster (multiple emails)
- 4.1.5 Tourism Council WA - 2019 Newsletters (Feb & Mar) + Industry Updates
- 4.1.6 B&W Studio – RTA Ad artwork + quote + Invoice (Caravanning Aust Winter 2019)
- 4.1.7 B&W Studio – Brochure Reprinting Quote
- 4.1.8 Have a Go News – Kalgoorlie/Goldfields Focus; Newspapers working together
- 4.1.9 Wheatbelt Way (Linda Vernon) – Social Media Strategy & Training info
- 4.1.10 Wheatbelt Way (Linda Vernon) – WA Farmers CEO, Farm Weekly link to article, *“Time to look beyond the rats at Rotto”*
- 4.1.11 Wheatbelt Way (Linda Vernon) – Perth Now Digital Campaign 2018 info
- 4.1.12 CWVC – FACET Forum “Connecting Tourism Industry with Student Internship
- 4.1.13 CWVC – Trails WA website upgrade – temporary outage
- 4.1.14 CWVC – Tourism Council WA Workshops
- 4.1.15 CWVC – 17th Coromal Winsor Caravan Clubs’ Rally – Advertising Promo flyer
- 4.1.16 CWVC – Windy Hill B&B (Kondinin) change of ownership
- 4.1.17 CWVC – Wheatbelt Travel Feature Guide – 16 March 2019 (scanned pages)
- 4.1.18 Marnie Tonkin – Google earth Flyover follow up from meeting
- 4.1.19 Fresh Promotions – RTA Number Plate Frames (multiple emails) + Invoice
- 4.1.20 Spinel (JoMc Designs) – 2019 Associate M/ship Form + payment advice
- 4.1.21 Wave Rock Country Cottage (Chloe Tienhoven) 2019 Asso M/ship Form + payment
- 4.1.22 Gary Repacholi - 2019 Associate Membership Form + payment advice
- 4.1.23 Hello Perth (Sarah Clozza) – WA Map Ad Booking (Apr-Sept 2019) + Invoice
- 4.1.24 Albany Visitor Centre – Request for brochures
- 4.1.25 CIAWA Members - Update details request + Form
- 4.1.26 CIAWA - Members eUpdates (Mar & Apr 2019)
- 4.1.27 CIAWA – 2019 Perth Caravan & Camping Show, Complimentary Tickets x 2
- 4.1.28 AGO Holiday Planner 2019 – Printed Brochure sample
- 4.1.29 Visage Productions (Lee Lorraine) One Road Great Aust. Road Trips TV Series
- 4.1.30 The Senior WA Newspaper – Media Kit 2018
- 4.1.31 Peter Martin – Graphic Designer – Introduction & Bio
- 4.1.32 Matt Schmook – Kulin Tin Horse hi-res photos (*supplied for RTA editorial*)
- 4.1.33 Wanderlust Communications – Social Media Training Workshop Quote
- 4.1.34 WBN (Caroline Robinson) RTA Strategic Plan update and structure proposal
- 4.1.35 Dept. Biodiversity, Conservation & Att (Cindy Miller) confirm RTA April meeting
- 4.1.36 CWVC – FACET Wildflower Workshop 22.05.19 at Kings Park, Perth
- 4.1.37 Wayne Monks – Eco/Agri Tour update, Holland Track trip-Jun ‘19, new website

4.2 Outwards

- 4.2.1 Caravanning Australia Winter 2019 (George Christou) RTA Booking & Ad Artwork
- 4.2.2 The West Aust. Newspaper – Wheatbelt Travel Magazine Ad (multiple emails)
- 4.2.3 CWVC – 2019 Perth Caravan & Camping Show – stand & roster (multiple emails)
- 4.2.4 Fresh Promotions – Number Plate Frames Order x 250 (multiple emails)
- 4.2.5 Cindy Miller (Dept. Bio, Conservation & Attractions) – F/Up re. RTA April Meeting
- 4.2.6 Hello Perth WA Map – RTA Ad Booking (Apr-Sept 2019)
- 4.2.7 Albany Visitor Centre – Brochure delivery arrangements
- 4.2.8 B&W Studio – Ad artwork amendment quote request - Caravan Aust Winter 2019
- 4.2.9 B&W Studio – Brochure Reprinting Quote request
- 4.2.10 Wheatbelt Way (Linda Vernon) Social Media, Training & Strategy info request
- 4.2.11 CWVC – Social Media Training Workshop enquiry
- 4.2.12 Wanderlust Communications - Social Media Training Workshop enquiry
- 4.2.13 Spinel (JoMc Designs) request for business details
- 4.2.14 Wave Rock Country Cottage (Chloe Tienhoven) - request for business details
- 4.2.15 The Mains Guest House (Carly Kenny) – follow up new accommodation business

- 4.2.16 The Senior WA Newspaper (Patrick Allison) – RTA advertising decline
- 4.2.17 Peter Martin – Graphic Designer – thank you for email
- 4.2.18 WBN (Caroline Robinson) - RTA Strategic Plan progress update for April meeting
- 4.2.19 Mikaela & Merv Spurr – Baby Congratulations - card from RTA committee

RESOLUTION

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

Moved Ashleigh Waight

Seconded Sheree Thomas

CARRIED

4.3 Business Arising from Correspondence

5 FINANCIAL REPORT

RTA Financial Report February 2019 – March 2019.

RESOLUTION

That the RTA Financial Report for February 2019 – March 2019 be accepted as a true and accurate report.

Moved Jennie Gmiener

Seconded Tory Young

CARRIED

6 REPORTS

6.1 Presidents Report

- Attendance at 2019 Perth Caravan & Camping Show, assisted on Wheatbelt stand.
- Met with Gabby Simoni - AGO Marketing Coordinator, to discuss working with RTA.
- To extend invitation to AGO Marcus Falconer, CEO to attend 17 June RTA meeting.
- Discussions with WBN Caroline Robinson, regarding development and progress of RTA Strategic Plan. (Further discussion in General Business).
- Linda Vernon (Wheatbelt Way) & CWVC (Robyn and Carina) strong allies for RTA.
- Increased numbers of 2019 RTA Associate Members through local promotion.
- Formation of town 'Tourism Groups' involving invested local community members, suggested driven through CRC's.
- Increased interest in visitation over ANZAC & Easter through ads / social media.

6.2 EO Report

- 2019 Perth Caravan & Camping Show



Thank you to RTA members, Bevan & Gerard who volunteered their time to assist on the Wheatbelt stand, at the Claremont Showgrounds. From Wed 20 March to Sun 24 March.

I was able to spend Thursday on the stand, with a steady amount of enquiries and brochures handed out. Carina MacDonald from CWVC was invaluable on the stand, with her extensive knowledge on the attractions within the Wheatbelt and beyond. Questions focused on 'free' camping sites for RVs, rocks and salt lakes, best time of year to visit area and short road trips. Definitely an interesting and worthwhile first time experience.

○ **New RTA Promotional Number Plate Frames**

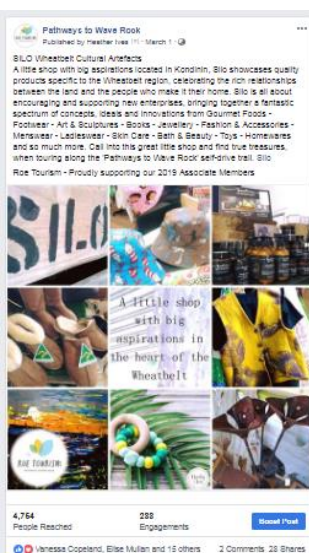
- 250 x customised Number Plate Frames were ordered and brought to April meeting for distribution.



○ **Website**

- New 2019 Associate Members details have been added to website:
 - *Wave Rock Country Cottage ('The Silos' and 'The Cottage'); Spinel by JoMc Designs; Silo Wheatbelt Artefacts; The Mains Guest House B&B (Coming Soon); Bruce Rock Chalet.*
- Kondinin Art Trail details and link to Art Trail brochure were added to the website.
- Reminder to committee members Community Events information can be uploaded into the RTA website at <http://www.roetourism.com.au/events/>. Or send through to EO.

● **Social Media – Facebook**



- Series of Facebook posts were scheduled to feature Shire attractions, facilities and promote 2019 Associate Members.
- Page followers are steadily increasing: 278=Dec '18 ; 340=Feb '19 ; 493=Mar '19
- Best performing posts and engagement over Feb / Mar 2019:

- Bruce Rock Chalet = 3,654 (organic reach)
- Kondinin Lake = 2,170 (organic reach)
- Silo Wheatbelt Artefacts = 4,754 (organic reach)
- Corrigin Hotel = 3,206 (organic reach)
- Kokerbin Rock = 3,802 (organic reach)

○ **RTA Advertising (Print Media)**



- Weekend West 'Wheatbelt' feature – RTA Small Strip Ad in Sat 16 March 2019 publication
- 2019 WA Caravan & Camping Guide – Quarter page Ad
- Caravan Club Newsletter #14 - Article in Caravan Club Newsletter

Coromal Windsor 17th National Caravan Clubs' Rally #14
Amazing Albany, Western Australia
October 14-22, 2019
www.17thnationalcaravanrally.org.au

Auction – March 30, 2019

Coromal Windsor van up for auction

National Rally Organising Committee members were on hand for the recent handover of the Coromal Windsor caravan to aid fundraising for the event.

Apollio's Simon Kerr made the presentation of the George Day Caravans in Perth, signifying a huge step forward in the rally's finances.

George Day Caravans will auction the 6.5m Coromal Element Evolution RTV caravan – to raise funds to assist in the running of the rally – on Saturday, March 30.

Apollio recently acquired the Coromal Windsor brand and the manufacture of the brand has shifted from Perth to Queensland.

Organising Committee Chairman Derek Nathan said the acquisition of the caravan was a "significant milestone" in the lead-up to the rally, which is just eight months away.

"Coromal Windsor was committed to the rally, is the naming sponsor and came through with the caravan despite the upheaval of the company's transition to Apollio. We thank them very much for this huge contribution that will ensure the success of the rally."

Mr Kerr flew into Perth for the handover and selected the vehicle of the caravan – worth nearly \$60,000 – including the spacious, air-conditioned, aluminium frame, making the caravan 400kg lighter than normal.

He said the van was "beautiful".

— CONTINUED PAGE 2 —

Get off your high horse and enjoy the Tin Horse Highway

The Tin Horse Tourist Route is a 120km self-drive trail that takes in the world-famous Wave Rock via Kulin.

National Rally travellers will be able to take some or all of the route known as the Tin Horse Highway.

It's on sealed roads and is part of the Pathways to Wave Rock Drive Trail. This links the towns of Quairading, Bruce Rock, Narembeen, Hyden Lake Grace, Kulin, Kondinin and Corrigin.

From massive granite outcrops to spectacular views, vibrant wildflowers and true country hospitality, this trail offers plenty of experiences.

If you stop in at Kulin Caravan Park, you set the price!

One of the major experiences rally attendees can take in is the Kulin Bush Races, held on the first weekend of October – nicely timed.

There is ample camping space, entertainment, races and novelty events.

National Rally Chairman Derek Nathan and wife Karen attend each year.

The iconic Wave Rock must not be missed, situated close to Hyden. The wildflowers of the Kulin region will be in full bloom in reserves, walking trails and by the roadside.

Full details of the route can be gained from www.pathwaystowaverock.com.au or www.kulin.wa.gov.au or www.wheatbelttourism.com

- Upcoming RTA advertising:
 - Caravanning Australia Winter 2019 – Half Page Ad + Half Page Editorial
 - Hello Perth WA Map– PTWR Ad for April-September 2019.

○ **RTA Signage**

Signs and Locator Map provided at meeting for committee to review and discuss.

SIGN #1



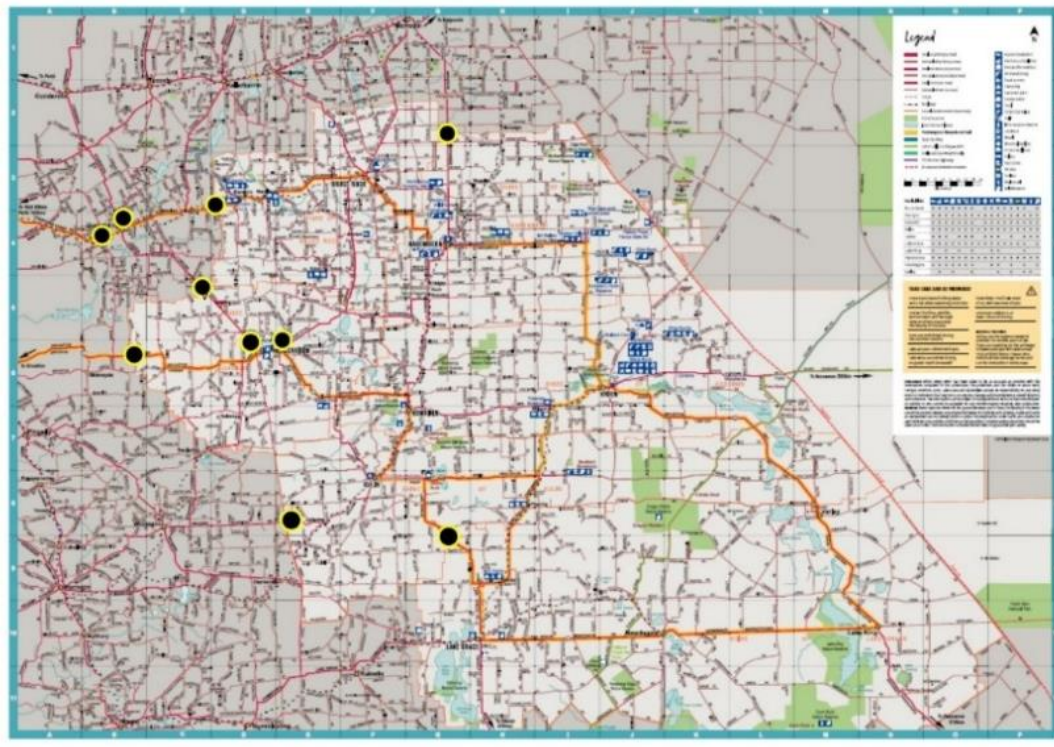
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SIGN #3



SIGN #4



7 GENERAL BUSINESS

7.1 Perth Caravan & Camping Show 2019

Bevan Thomas, Gerard Lynch and Heather Ives volunteered on the shared Wheatbelt stand from Wednesday 20 March - Sunday 24 March 2019, at the Claremont Showgrounds. Carina MacDonald from the CWVC worked on the stand over the 5 days and coordinated set-up and pack-up at this year's Wheatbelt display. Members from WEROC, Wheatbelt Way and Pioneers Pathways also assisted on the shared stand, ensuring the Wheatbelt was well represented. A total of 47,317 people attended the 2019 Perth Caravan & Camping Show.

- *EO to send thank you letter to CWVC & Carina McDonald for coordination of 2019 Show stand.*

7.2 RTA Marketing and Associated Signage

At the 18 February meeting in Lake Grace, a number of new marketing and promotional projects were presented for the committee's consideration:

1. 'Pathways to Wave Rock' Rubbish Bin Panels

- *Tory updated the committee on cost estimates following on from presentation at last meeting.*
- *600 x 900mm corflute panel = approx. \$30 per side (3 x sides = \$90, leaving 4th side for Bin type i.e. Recycle or Rubbish)*
- *Tory to also obtain quote for bin sticker as option*
- *Costs for rubbish bin panel proposal to be compiled for inclusions in letter sent to member Shire CEO's for 2019/20 budget considerations.*

2. RTA Promotional Number Plate Frames

- *125 x (pairs) RTA Number Plate Frames were ordered from Fresh Promotions.*
- *Total unit cost was \$4.895 incl.GST per frame (i.e. \$9.79 per pair).*
- *Committee discussed distribution:*
 - *15 x pairs to member Shire's for display on Councillors and Shire vehicles (CEO, DCEO, Wks Mgr, Community Bus etc) = 90 pairs*
 - *1 x set to RTA 2019 Associate Members = 16 pairs*
 - *1 x set to RTA Committee Members = 14 pairs*
 - *Remainder retain by EO for new RTA Assoc. members = 5 pairs*

3. RTA Road & Information Bay Signage

- *EO has prepared an audit of current RTA Signage throughout the Shire roads and Visitor Information Bays.*
- *An RTA Signage Location Map was provided at meeting for committee to discuss locations.*
- *Committee members to request Shire Works Managers to assist with locations of any further signs on local roads (not currently listed).*
- *EO to keep updated Road Sign list for future RTA signage project*

7.3 RTA 2019 Associate Membership

The following businesses have joined as 2019 Associate Members (as at 31 March 2019).

1. Central Wheatbelt Visitor Centre
2. Holland Track Eco Tours – Wayne Monks
3. Silo - Wheatbelt Cultural Artefacts – Kondinin (Marnie Tonkin)
4. Ameli Cottage – Kulin (Sharyn McAdam)
5. Kulin Bush Races (Sharyn McAdam)
6. Corrigin Hotel (Scott & Rachelle Coppen)
7. Corrigin Windmill Motel (Scott & Rachelle Coppen)
8. Corrigin Roadhouse (Scott & Rachelle Coppen)
9. Mallee Tree Café & Gallery – Corrigin (Anne Marie & Jim O'Donohue)
10. Corrigin Caravan Park (John & Gwen Reynolds)
11. Dawns Delights Café – Corrigin (Glynis & Neville Turner)
12. The Mains Guest House B&B Farm Stay – Corrigin (Carly & Warren Kenny)
13. Bruce Rock Chalet (Nina McGellin)
14. Spinel – Jo Mc Designs – Kondinin (Jo McCubbing)
15. Wave Rock Country Cottage – Hyden (Chloe Tienhoven)
16. Gary Repacholi - Kondinin
17. Shackleton Progress Association (Jennie Gmiener)

- Sheree provided details of 3 x new Associate Members (Narembreen Café; Go Narembreen; Narembreen Club) and will follow-up Membership Forms and payments for these new RTA members - provide to EO.
- Tory will discuss Associate Memberships with Cr Kent Mouritz
- Committee members to advise EO of any additional businesses interested or who need assistance with 2019 RTA Associate Membership.

7.4 RTA 2018-2019 Budget – 6 Month Review

The 2018-2019 RTA Budget was provided at the April meeting for committee to review.

- EO highlighted where actual costs had increased for new projects & initiatives
- Committee suggested 'Have a Go News' advertising budget be reallocated to other RTA priority areas.

7.5 Coromal Windsor 17th National Caravan Clubs' Rally

Background:

500+ Caravans are to descend on Albany and the South-West for the National Caravan Club Rally from 14th – 22nd October 2019. It is estimated 350 inter-state vans, plus 150 vans from WA will be wandering around the state prior to and following this Rally.

Comment:

CWVC have approached AGO regarding a Co-Op marketing opportunity to promote the Wheatbelt self-drive trails, with advertising in either the Caravan Club Newsletters and/or Event Guide. Advertising rates start at \$200, colour Ad (quarter A4 page)

- CWVC is currently awaiting response from AGO and will advise when further information is available.

7.6 'Pathways to Wave Rock' Brochures

Brochures were delivered to Perth Hills VC, Narrogin VC and Albany VC through Feb & March. Thank you to members who distributed brochures.

We currently have 1,800 brochures on-hand (5 x boxes). A Quote was obtained from B&W Studio for the reprint of 10,000 and 20,000, PTWR brochures, with the cost based on no artwork alterations. If any content needs updating, an artwork revision cost has been included on a \$ per hour basis.

Comment:

To ensure we don't run out of brochures through the high visitor period Sept/Oct/Nov. and with a 4 week print lead time, a reprint order would need to be placed within the next 2 months, to guarantee delivery and distribution before Spring 2019.

- Quoted costs from B&W Studio were provided at meeting for committee to discuss quantities and reprinting.

RESOLUTION

- EO to order reprinting of Pathways to Wave Rock brochures, with no artwork changes x 10,000 copies, as per B&W Studio Quote of \$3,496.02.

Moved Jennie Gmiener

Seconded Ashleigh Waight

CARRIED

7.1 Dept. of Biodiversity Conservation and Attractions (DBCA)

Cindy Miller, Acting District Operations Officer attended the April meeting to update the committee on new developments, DBCA projects and to find out about upcoming Shire projects.

The talk covered Camping strategies, Wilderness Trails (Holland Track), new roads, illegal camping and strategies to educate rather than prosecute, Wiki Camps, Dogs, camping and National Parks. There were opportunities for questions and Cindy expressed she is keen to attend at least one RTA meeting per year, to stay in touch, offer DBCA support and opportunities to work together on future projects.

7.2 RTA Strategic Plan

Following on from the initial Strategic Planning workshop session held with WBN at the 18 Feb meeting, Caroline Robinson has been working on development of the RTA Strategic Plan.

As Caroline was unable to attend the April meeting, President Bevan updated the committee on progress to date. A Worksheet was provided for committee discussion, based on RTA developing storylines (which came from the first workshop session), the aim being to get some storylines consistent across the Shires, for promotion and development and then helping inform the Social Media Strategy. Storylines are just one aspect of the strategic planning process, the other being an improved governance structure.

Committee members spent 15-20 mins discussing the Worksheet and talking about the current structure model and if any changes were required.

Key points from the April Worksheet session were;

- *EO role to continue as admin/governance, with committee to look at reviewing in approx. 12 months and possible role change/evolve into Tourism Officer - how this would impact on current structure and necessitate for additional hours/financial support.*
- *Look at formation of 'Town Tourism Groups' to identify key promotions and activities at a local level, feeding back to RTA. (Bruce Rock CRC discussed as example model).*
- *Involvement of CRC's to become the Tourist Information Centre for towns, where no established/dedicated Visitor Centre.*
- *Committee general feeling was the current structure is working well at this time but open to look if there are ways we can implement improvements going forward.*

Bevan will provide the committee feedback to Caroline Robinson at WBN.

8 **NEXT MEETING** 17 June 2019, Shire of Bruce Rock at 10:30am

9 **CLOSE OF MEETING** Time 1:00pm

10 **MEMBER SHIRE REPORTS** (Post Meeting) Bruce Rock; Corrigin; Kondinin; Kulin; Lake Grace; Narembeen

Thank you to the Shire of Narembeen for hosting today's meeting and to guest, Cindy Miller - DBCA for her attendance and informative talk.

CONFIRMATION

I, Bevan Thomas, certify that the minutes of the General Meeting held on the 18 February 2019 as shown, were confirmed as a true record at the meeting held on the 10 December 2018

Roe Tourism Association President

Date

ROE TOURISM 'DASHBOARD'

Workflow planning for RTA priorities and projects.

Short Term Projects (within 2 months)				
TASK	PREVIOUS STATUS	CURRENT STATUS	WHO	DEADLINE
Website		Update Community Events on website	EO	Ongoing
Website	RTA Associate Membership	>Add new 2019 Associate Members business details and links to website	EO	Ongoing
RTA 2019 Associate Members	>Update RTA 2019 Associate Membership Form (after AGM) >Prepare members Renewal Invitation Letters x 11. >EO send Renewal Letter & 2019 Form to current RTA Assoc. Members >Prepare list of Accom. + Food & Drink businesses (who are advertised on new website) for committee members to approach	>Committee members to advertise/approach local businesses and invite to become RTA 2019 Associate Members >EO to provide Tax Invoices & info for businesses as required	Committee members / EO	Ongoing
Perth 2019 Caravan & Camping Show	AGO Wheatbelt stand 20-24 March 2019 at Claremont Showgrounds	>EO to finalise names of RTA members to assist on stand and provide to CWVC for roster. Bevan Thomas - SUN Gerard Lynch - SAT Heather Ives - THUR Jen Gmiener (TBC)	CWVC / EO	Completed
RTA Advertising		Weekend West 'Wheatbelt Travel Magazine' >Publication to be included in The Weekend West on Sat 16 th March	EO	Completed
RTA Advertising		Hello Perth WA Map (Apr-Sept 2019) >Book Ad >Approve proof	EO	Completed
RTA Advertising		Caravanning Australia Winter 2019 >Book Half Pg RTA Ad & Half Pg Editorial >Supply Ad artwork and editorial (Max. 200 words) > Approve Ad proof	EO	In Progress

PTWR Facebook Page	<ul style="list-style-type: none"> >Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map. >Schedule posts 	<ul style="list-style-type: none"> >Schedule posts using content & photos from brochure >Create Photo Collages for 2019 Associate Member businesses >Curate/share posts from other relevant FB pages 	EO	Ongoing
RTA Marketing & Associated Signage – <i>'Pathways to Wave Rock' Customised Number Plate Frames</i>	<p>EO to look into production costs/min. numbers for RTA customised number plate frames as Assoc. member giveaway or sell @ cost recovery – promoting RTA and PTWR website www.pathwaystowaverock.com.au</p>	<p>EO to order 250 x promotional number plate frames (Black with white print) from Fresh Promotions, as per supplied quote.</p> <p>>Committee to discuss distribution at April '19 meeting</p>	EO / Committee	Completed
RTA Marketing & Associated Signage – <i>Street Banners</i>	<p>Design concept idea presented for PTWR Street Banners (Corrigin example).</p> <p>>Committee member reps to discuss Street Banners with respective Shires for consideration (note each town has different banner sizes)</p>		EO	Completed
RTA Marketing & Associated Signage – <i>Road & Information Bay Signs</i>	<p>Design concept idea presented for Info Bay Signage (Corrigin example).</p> <p>> EO to liaise with Jen G and conduct RTA Road Signage audit, log locations on map for committee review at Apr meeting.</p>	<p>>Committee reps to engage assistance from their Shire Works Managers to locate further RTA signage on local roads and advise EO.</p> <p>>EO to update signage location spreadsheet for use on future RTA re-signage project.</p>	Shire reps / EO	Ongoing
RTA Marketing & Associated Signage – <i>'Pathways to Wave Rock' Rubbish Bin Panels</i>	<p>Shire of Kondinin to investigate design and production costs and arrange mock-up (B&W Studio).</p> <p>>Committee to discuss ideas presented at Feb meeting</p>	<p>>Tory to provide costs for 'Pathways to Wave Rock' Rubbish Bin panel/sleeve.</p> <p>>Draft Letter to member Shire's with rubbish bin panel proposal for 2019/20 Budget considerations.</p>	Tory / EO	May 2019
PTWR Brochures	>EO to obtain quote to reprint x 10,000 & 20,000 brochures (B&W Studio)	> EO to order reprint of PTWR brochure x 10,000 (as per B&W quote)	EO	May 2019

Australia's Golden Outback (AGO)	Invite CEO, Marcus Falconer to attend 17 June 2019 RTA meeting, at Shire of Bruce Rock		President	May 2019
CWVC "Thank You" Letter	EO to send letter of thanks to CWVC and Carina McDonald, for coordination of Perth 2019 Cara & Camp Show stand.		EO	May 2019
Website - Google Analytics	MC will charge \$500. Look into what's involved (time/who)? EO to check with Sheree at Narembeen for assistance with Google Analytics.	>Set up Google Analytics on PTWR website	EO	May/Jun 2019
Medium Term Projects (within 6 months)				
RTA Strategic Plan & Social Media Strategy	>President to contact WBN (Caroline Robinson) re. development of RTA Strategic Plan & Social Media Strategy. >WBN to attend 18 Feb meeting to strat planning process.	>Caroline to liaise with President re. Strategic Plan further development (after April meeting). >WBN to update committee at 17 June meeting re. Strategic Plan.	WBN / President / EO	May 2019
Long Term Projects (within 12 months)				
Pathways to Wave Rock Digital App				



CENTRAL COUNTRY ZONE MINUTES

**Friday 3 May 2019
via
Teleconference**

Commencing at 8.33am

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Minutes

Central Country Zone of WALGA

Friday 3 May 2019, commencing at 8.33am
via Teleconference

1.0 OPENING AND WELCOME

The Chair Cr Conley opened the meeting at 8.33am and welcomed all in attendance.

2.0 ATTENDANCE AND APOLOGIES

Attendance

Cr Mark Conley (Chair)
Cr Dee Ridgway
Cr Chris Pepper
Mr Stephen Gollan
Cr Neil Walker
Mr Ian D'Arcy
Cr Lyn Baker
Mr Gary Sherry
Mr Allen Cooper
Cr Barry West
Mr Garrick Yandle
Cr Jeanette De Landgraft
Cr Steve Hunt
Ms Denise Gobbart
President Ballard
Cr Tim Weise
Mr Dale Stewart
Cr Bill Mulroney
Cr David Freebairn
Cr Brett McGuinness
Mr Graeme Fardon
Cr Phillip Blight
Mr Brian Roderick
Ms Nicole Wasmann
Mr Geoff McKeown

President, Shire of Cuballing
President, Shire of Beverley
Deputy President, Shire of Beverley
CEO, Shire of Beverley
Deputy President, Shire of Brookton
CEO, Shire of Brookton
President, Shire of Corrigin
CEO, Shire of Cuballing
A/CEO, Shire of Dumbleyung
President, Shire of Kulin
CEO, Shire of Kulin
President, Shire of Lake Grace
Deputy President, Shire of Lake Grace
CEO, Shire of Lake Grace
President, Shire of Narrogin
Deputy President, Shire of Narrogin
CEO, Shire of Narrogin
President, Shire of Pingelly
Deputy President, Shire of Pingelly
Deputy President, Shire of Quairading
CEO, Shire of Quairading
President, Shire of Wagin
A/CEO, Shire of Wagin
CEO, Shire of West Arthur
CEO, Shire of Williams

Mr Bruce Wittber, Joint Executive Officer

WALGA Representatives

Mr Mal Shervill, Policy Officer – Road Safety (joined the meeting at 8.41am)
Ms Kirsty Davis, Policy Manager Community (joined the meeting at 8.41am)

Guests

Nil

Apologies

Cr Katrina Crute	President, Shire of Brookton
Mrs Natalie Manton	CEO, Shire of Corrigin
Cr Eliza Dowling	Deputy President, Shire of Cuballing
Cr Jackie Ball	President, Shire of Dumbleyung
Cr Catherine Watkins	Councillor, Shire of Dumbleyung
Cr Rodney Duckworth	Deputy President, Shire of Kulin
Mr Mark Dacombe	A/CEO, Shire of Pingelly
Cr Wayne Davies	President, Shire of Quairading
Shire of Wandering	
Cr Ray Harrington OAM	President, Shire of West Arthur
Mr Mark Hook	CEO, Shire of Wickepin
Cr Jarrod Logie	President, Shire of Williams
Ms Helen Westcott	Joint Executive Officer

3.0 DECLARATION OF INTEREST

Nil

4.0 ANNOUNCEMENTS

Nil

5.0 GUEST SPEAKERS

Nil

6.0 MINUTES

6.1 Confirmation of Minutes – Friday 15 March 2019 (Attachment)

RECOMMENDATION:

That the Minutes of the Meeting of the Central Country Zone held on Friday 15 March 2019 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Cr Baker** **Seconded: Cr West**

That the Minutes of the Meeting of the Central Country Zone held on Friday 15 March 2019 be confirmed as a true and accurate record of the proceedings.

CARRIED

6.2 Business Arising from Minutes Zone Meeting Friday 15 March 2019

6.2.1 Central Country Zone Meeting Friday 30 November 2018 - Item 10.6 State Government Consultation within the Wheatbelt

This matter was considered at the Zone Meeting on 30 November 2018 when it was resolved as follows:

RESOLUTION: *Moved: President Ballard* *Seconded: Cr Ball*

- 1. That the Central Country Zone write to the Minister for Regional Development expressing concern that on occasions State Government Agencies, in conducting community and local government consultation, fail to hold consultations in various locations within the Wheatbelt which prevent relevant community input.*
- 2. That a copy of the correspondence to the Minister be also sent to all Members of Parliament representing the Central Country Zone.*

CARRIED

Correspondence was prepared and sent to the Minister for Regional Development together with all local Members of Parliament. A preliminary response has been received from the Minister's Office apologising for the delay but advising the Minister is seeking further information from her Department. The Wheatbelt Development Commission has also been asked to contact the Executive Officer to discuss the issue.

The Executive Officer has followed the matter up with the Minister's office seeking a response.

6.2.2 Central Country Zone Meeting Friday 15 March 2019 - Item 10.1 Minister for Environment - Waste Levy

This matter was considered at the last Zone Meeting when it was resolved as follows:

RESOLUTION: *Moved: Cr Blight* *Seconded: Cr Ball*

That the matters listed for noting be received, with the Executive Officer seeking some clarification from WALGA on the potential extension of the levy charge to non-metropolitan areas.

CARRIED

The Executive Officer had a discussion with Rebecca Brown at WALGA and it would seem that, at present, there is no intention of extending the levy to rural areas such as those in the Central Country Zone. Any changes are more likely to impact on the Peel Region and larger non-metropolitan urban centres. Any changes will require considerable consultation.

7.0 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council

7.1 State Councillor Report

Cr Phillip Blight

7.2 WALGA Status Report (Attachment)

From Executive Officer

BACKGROUND:

Presenting the status report for April 2019.

RECOMMENDATION:

That the Central Country Zone notes the:

- State Councillor Report; and
- WALGA Status Report.

RESOLUTION: Moved: Cr Baker Seconded: Cr Mulroney

That the Central Country Zone notes the:

- State Councillor Report; and
- WALGA Status Report.

CARRIED

7.3 Review of WALGA State Council Agenda - Matters for Decision

From Executive Officer

Background:

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The Zone is able to provide comment or submit an alternate recommendation that is then presented to the State Council for consideration.

5.1 Road Safety Audit Local Government Policy Template (05-001-03-0048 MS)

WALGA Recommendation

That the Road Safety Audit Local Government policy template be endorsed.

ZONE COMMENT:

Zone supports the WALGA recommendation

5.2 'Preferred Model' for Third Party Appeal Rights for Decisions Made by Development Assessment Panels (05-073-01-0002 VJ)

WALGA Recommendation

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the 'Preferred Model' as the third party appeals process for decisions made by Development Assessment Panels.

ZONE COMMENT:

The Zone needs to consider carefully this matter. It is noted that only the Shire of Cuballing made a response to the request for WALGA Member Council comments.

MOTION: Moved: President Ballard Seconded: Mr Sherry

That the WALGA recommendation relating to the 'Preferred Model' for Third Party Appeal Rights for Decisions Made by Development Assessment Panels be changed so that no Third Party Appeal rights are allowed on decisions made by Development Assessment Panels.

MOTION LOST

5.3 Interim Submission – Draft Position Statement: Tourism Land Uses within Bushfire Prone Areas (05-024-02-0056 CH)

WALGA Recommendation

That the interim submission to the Western Australian Planning Commission on Draft Position Statement: Tourism land uses within bushfire prone areas, be endorsed.

ZONE COMMENT:

Zone supports the WALGA recommendation

5.4 Public Library Tiered Service Framework (05-012-03-0001 KD)

WALGA Recommendation

That the new tiered model to support public library service delivery in WA be endorsed.

ZONE COMMENT:

In reading the State Council agenda the following is noted:

It is proposed that SLWA will facilitate additional support to libraries in tier two and three Local Governments and in response to consultation feedback, it is proposed that public library regional boundaries will be aligned with the WA Regional Development Commission boundaries.

Given the area covered by the Wheatbelt Development Commission (WDC) area and the number of local governments within the WDC's boundaries this may seem an impractical alignment.

Member Councils need to be fully aware of the impact of the changes being proposed.

It is noted that the author of the agenda item will be in attendance, as a WALGA representative, should delegates wish to seek additional information.

Zone supports the WALGA recommendation

5.5 Community Technical Reference Group (05-018-02-0010 KD)

WALGA Recommendation

That the establishment of a Community Technical Reference Group be endorsed.

ZONE COMMENT:

Zone supports the WALGA recommendation

RECOMMENDATION:

That the Central Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

RESOLUTION: **Moved: Cr Mulroney** **Seconded: Cr Baker**

That the Central Country Zone endorses all recommendations being matters contained in the WALGA State Council Agenda other than those recommendations separately considered.

CARRIED

7.4 Review of WALGA State Council Agenda - Matters for Noting/Information

6.1 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)

7.5 Review of WALGA State Council Agenda - Organisational Reports

7.1 Key Activity Reports

7.1.1 Report on Key Activities, Environment and Waste Policy Unit (01-006-03-0017 MJB)

7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)

7.1.3 Report on Key Activities, Infrastructure (05-001-02-0003 ID)

7.1.4 Report on Key Activities, People and Place (01-006-03-0014 JB)

7.6 Review of WALGA State Council Agenda - Policy Forum Reports

7.2 Policy Forum Reports

7.2.1 Mayors/Presidents Policy Forum

7.2.2 Mining Community Policy Forum

7.2.3 Container Deposit Legislation Policy Forum

7.2.4 Freight Policy Forum

7.7 WALGA President's Report

Presenting the WALGA President's Report which has not be received for distribution with the agenda.

RECOMMENDATION:

That the Central Country Zone notes the following reports contained in the WALGA State Council Agenda:

- Matters for noting/Information;
- Organisational reports;
- Policy Forum reports; and
- WALGA President's Report.

RESOLUTION: **Moved: Cr McGuinness** **Seconded: Cr West**

That the Central Country Zone notes the following reports contained in the WALGA State Council Agenda:

- **Matters for noting/Information;**
- **Organisational reports;**
- **Policy Forum reports; and**
- **WALGA President's Report.**

CARRIED

8.0 FINANCE

Nil

9.0 ZONE REPORTS

9.1 Zone President's Report

Cr Mark Conley

9.2 Local Government Agricultural Freight Group (LGAFG)

Cr Katrina Crute

9.3 Great Southern District Emergency Management Committee (DEMC)

President Leigh Ballard

9.4 Wheatbelt South Regional Road Group

Cr Katrina Crute, Chair of Wheatbelt South Regional Road Group

10.0 ZONE BUSINESS - MEMBER COUNCIL MATTERS

Nil

11.0 ZONE BUSINESS - OTHER BUSINESS/URGENT BUSINESS

Nil

12.0 ZONE BUSINESS - EMERGING ISSUES

(The intent of the item is to enable Member Councils to bring to the attention of the delegates a matter that is developing. It is proposed that the matter will be tabled for discussion but not decision and then enable Member Councils to take the information away and consider an outcome for possible consideration at the next Zone meeting.)

12.1 RAV 4 Network – Shire of Williams

Geoff McKeown, CEO Shire of Williams raised an issue around “low volume road conditions” on RAV 4 Network roads.

The details of the ‘Type A’ Low Volume Road condition are included in the Prime Mover, Trailer Combinations Operating Conditions document published by Main Roads.

What is of concern to the Shire is that it appears that the ‘Type A’ Low Volume Road condition has been placed on roads that previously did not have this condition.

Mal Shervill (WALGA) indicated he will seek further details and respond to both the Shire of Williams and the Zone.

13.0 MEMBERS OF PARLIAMENT

Nil

14.0 OTHER REPRESENTATIVES REPORTS

14.1 Department of Local Government, Sport and Cultural Industries

Nil

14.2 Wheatbelt Development Commission

Nil

14.3 Regional Development Australia (RDA) Wheatbelt

Nil

15.0 DATE, TIME AND PLACE OF NEXT MEETING

Wednesday 8 May 2019 – Teleconference Meeting of the Central Country Zone Executive

Friday 24 May 2019 – Shire of Brookton

16.0 CLOSURE

There being no further business the Chair declared the meeting closed at 9.35am

DECLARATION

These minutes were confirmed by the Central Country Zone at the meeting held on Friday 24 May 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed



Audit and Risk Management Committee Meeting

Minutes

Tuesday 14 May 2019

10.30am

Venue: Council Chambers,
9 Lynch Street Corrigin

TERMS OF REFERENCE

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“An audit committee —

- a) is to provide guidance and assistance to the local government —
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to —
 - i. matters to be audited; and
 - ii. the scope of audits; and
 - iii. its functions under Part 6 of the Act; and
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council.

1.0 INTRODUCTION

The Council of the Shire of Corrigin (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 and Section 7.1 A of the Local Government Act 1995, Local Government Amendment Act 2004 and Audit Regulations, such committee to be known as the Audit and Risk Management Committee, (hereinafter called the "Committee"). The Council appoints to the Committee those persons whose names appear in Section 4.0 below.

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term. The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, the Local Government Amendment Act 2004 and the Local Government (Audit) Amendment Regulations 2005, local laws and policies of the Shire of Corrigin and this Instrument.

2.0 NAME

The name of the Committee shall be the Audit and Risk Management Committee.

3.0 ROLE

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.

4.0 OBJECTIVES OF THE COMMITTEE

- 4.1 To provide guidance and assistance to the Council in:
 - a) carrying out its audit functions under Part 7 of the Local Government Act;
 - b) the development of a process to be used to select and appoint an auditor;
 - c) determining the scope and content of the external and internal audit and advising on the general financial management of the Shire;
 - d) overseeing the audit process and meeting with the external auditor after each visit to discuss management issues and monitoring administration's actions on, and responses to, any significant matters raised by the auditor;
 - e) evaluating and making recommendations to Council on internal and external audit reports prior to them being presented to Council;
 - f) receiving and verifying the annual Local Government Statutory Compliance Return;

- g) review reports provided by the CEO on the Shire's systems and procedures in relation to:
 - i. risk management;
 - ii. internal control; and
 - iii. legislative compliance.
 - h) at least once every 3 years and report to Council the results of that review. Ref: Functions of Audit Committees (Audit Regulations).
- 4.2 To advise Council on significant high level strategic risk management issues related to the Shire of Corrigin including issues involving:
- a) the community;
 - b) the workforce;
 - c) vehicles and plant;
 - d) buildings and similar property;
 - e) revenue streams;
 - f) legal liability;
 - g) electronically stored information;
 - h) environmental impact;
 - i) fraud; and
 - j) reputation.

5.0 MEMBERSHIP

The Committee shall consist of all Councillors. Additionally up to two independent consultants with expertise in financial or legal matters will be called upon as required to provide additional independent external advice to the Committee. The external independent persons will have senior business, legal or financial management/reporting knowledge and experience, and be conversant with the financial and other reporting requirements.

Appointments of external consultants shall be made by the CEO following a decision of Council and the allocation of sufficient funds to provide consultation fees using relevant professional fee schedules. No member of staff including the CEO is to be a member of the Committee, but the CEO may participate as Council's principal advisor, unless expressly excluded by resolution of the Committee.

6.0 PRESIDING MEMBER

The President will take the role of Presiding Member and Deputy President the role of Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders (Local Law). The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if different from the President is to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the President.

7.0 CONDUCT OF MEETINGS

The Committee shall meet at least three times per year. A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant Council reporting deadlines, for example in February to discuss the Statutory Compliance Return, in July to discuss the year's financial performance and to discuss the annual audit program and in November to discuss the Annual Financial Report. Additional meetings shall be convened at the discretion of the Presiding Member.

Any three members of the Committee collectively or the internal or external auditor themselves may request the Presiding Member to convene a meeting. From a time management point of view, urgent matters which may arise should be referred directly to Council through the bi-monthly meetings or to a Special Council meeting.

- 7.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 7.2 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes. Council shall provide secretarial and administrative support to the Committee.
- 7.3 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding must cast a second vote.
- 7.4 The Chief Executive Officer should attend all meetings, except when the Committee chooses to meet in camera with the exclusion of the CEO.
- 7.5 Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings either in person or by telephone link up considering the draft annual financial report and results of the external audit.
- 7.6 The internal auditor or representative shall be invited to attend meetings, at the discretion of the Committee, to consider internal audit matters.

8.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of officers, whether vacant or not. A decision of the Committee does not have effect unless a simple majority has made it.

9.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only. The Audit and Risk Management Committee is a formally appointed committee of Council and is responsible to that body. The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The following guidelines are to provide further direction from Council for the operation of the Committee:

9.1 *The External Audit*

The Committee shall:

- Develop the process of appointment of the external auditor and recommend a suitable Auditor for appointment by Council. Prior to appointment, discuss the scope of the audit and any additional procedures required from the external auditor. Invite the external auditor to attend audit committee meetings to discuss the audit results and consider the implications of the external audit findings.
- Inquire of the auditor if there have been any significant disagreements with management and whether they have been resolved.
- Monitor management responses to the auditor's findings and recommendations.
- Review the progress by management in implementing audit recommendations and provide assistance on matters of conflict.
- Provide a report and recommendations to Council on the outcome of the external audit.

9.2 *Co-ordination of Auditors*

The Committee shall:

- Oversee the work of the internal audit function to facilitate co-ordination with the external auditor.
- Meet periodically with the Chief Executive Officer, senior management staff and internal and external auditors to understand the organisation's control environment and processes.

9.3 *Duties and Responsibilities*

The following duties and responsibilities of the Committee will include:

- i. To review the scope of the internal audit plan and program and the effectiveness of the function. This review should consider whether, over a period of years the internal audit plan systematically addresses:

- internal controls over significant areas of risk, including non-financial management control systems;
 - internal controls over revenue, expenditure, assets and liability processes;
 - the efficiency, effectiveness and economy of significant Council programs; and
 - compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.
- ii. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or Chief Executive Officer.
 - iii. Review the level of resources allocated to internal audit and the scope of its authority.
 - iv. Review reports of internal audit and the extent to which Council and management react to matters raised by internal audit, by monitoring the implementation of recommendations made by internal audit.
 - v. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
 - vi. Critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues, and any other matters relevant under the Committee's terms of reference.
 - vii. Review management's response to, and actions taken as a result of the issues raised.
 - viii. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
 - ix. Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.
 - x. Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
 - xi. Recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the financial report is signed.
 - xii. Discuss with the external auditor the scope of the audit and the planning of the audit.
 - xiii. Discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
 - xiv. Review tendering arrangements and advise Council.
 - xv. Review the annual performance statement and recommend its adoption to Council.
 - xvi. Review issues relating to national competition policy, financial reporting by Council business units and comparative performance indicators.
 - xvii. Identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the internal auditor and the Council if appropriate. Oversee any subsequent investigation, including overseeing of the investigation of any suspected cases of fraud within the organisation.
 - xviii. Monitor the progress of any major lawsuits facing the Council.
 - xix. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
 - xx. Report to Council after each meeting, in the form of minutes or otherwise, and as necessary and provide an annual report to Council summarising the activities undertaken during the year.
 - xxi. The Committee in conjunction with Council and the Chief Executive Officer should develop the Committee's performance indicators.
 - xxii. The Committee, through the Chief Executive Officer and following authorisation from the Council, and within the scope of its responsibilities, may seek information or obtain expert advice on matters of concern.
 - xxiii. Advise Council on significant risk management issues related to the Shire of Corrigin including major issues involving:
 - The Community;

- The Workforce;
 - Vehicles and Plant;
 - Buildings and Similar Property;
 - Revenue Streams;
 - Legal Liability;
 - Electronically Stored Information;
 - Environmental Impact;
 - Fraud; and
 - Reputation.
- xxiv. Review reports and report to Council on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:
- risk management;
 - internal control; and
 - legislative compliance.

9.4 Reporting Powers

The Committee:

- Shall report to Council and provide recommendations on matters pertaining to its terms of reference by assisting elected members in the discharge of their responsibilities for oversight and corporate governance of the local government.
- Does not have executive powers or authority to implement actions in areas that management has responsibility.
- Is independent of the roles of the Chief Executive Officer and his senior staff as it does not have any management functions.
- Does not have any role pertaining to matters normally addressed by the Local Emergency Management Committee and Council in relation to financial management responsibilities in relation to budgets, financial decisions and expenditure priorities.
- Is a separate activity and does not have any role in relation to day-to-day financial management issues or any executive role or power.
- Shall after every meeting forward the minutes of that meeting to the next Ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- Shall report annually to the Council summarising the activities of the Committee during the previous financial year.

10.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; or
- b) at the direction of the Council.

11.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council.

12.0 COMMITTEE DECISIONS

The Committee recommendations are advisory only and shall not be binding on Council

1. DECLARATION OF OPENING

The Chairperson, Cr L Baker opened the meeting at 10:30am.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE

Shire President
Deputy Shire President

Cr. L Baker
Cr. D L Hickey
Cr. M A Weguelin
Cr. M B Dickinson
Cr. J A Mason by telephone

Chief Executive Officer
Manager Finance
Executive Support Officer

N A Manton
D C Ospina Godoy
K L Biglin

APOLOGIES

Cr. F R Gilmore
Cr. S G Hardingham

LEAVE OF ABSENCE

NIL

COMMITTEE'S RESOLUTION

Moved: Cr Weguelin Seconded: Cr Hickey

Cr. Mason be granted permission to attend meeting by telephone from her address at 28 Reading Place, Waterloo 6228.

Carried by Absolute Majority 4/0

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION AND RECEIPT OF MINUTES

That the minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held in the Council Chambers on 12 March 2019 (Attachment 4.1) be confirmed as a true and correct record.

COMMITTEE'S RESOLUTION

Moved: Cr Hickey Seconded: Cr Dickinson

That the minutes of the Shire of Corrigin Audit and Risk Management Committee meeting held in the Council Chambers on 12 March 2019 (Attachment 4.1) be confirmed as a true and correct record.

Carried 5/0

NB: Cr Weguelin left room at 10:34am and did not return.

5. MATTERS ARISING FROM MINUTES

The Compliance Audit Return was submitted to the Department Local Government, Sport and Cultural Industries on 20 March 2019.

6. REPORTS

Mr Vince Turco, OAG Director and Mr Greg Godwin, Director, Moore Stephens, provided an overview of the Audit Strategy Memorandum including:

- audit scope, approach and key deliverables;
- key audit risks and focus areas;
- audit team members and methodology; and
- recent changes to accounting standards.

7. MATTERS REQUIRING A COMMITTEE DECISION

7.1 MEETING WITH AUDITOR

Applicant:	Shire of Corrigin
Date:	6/05/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0058
Attachment Ref:	Attachment 7.1 - Audit Strategy Memorandum (Confidential)

SUMMARY

The Shire of Corrigin Audit and Risk Management Committee is required to meet with the auditor annually.

BACKGROUND

Moore Stephens Chartered Accountants has been engaged by the Office of the Auditor General (OAG) Western Australia to perform an audit of the Shire of Corrigin's annual financial report for the year ending 30 June 2019.

An Audit Strategy Memorandum has been prepared and sets out the proposed strategy for the audit. The key purpose of this memorandum are to:

- set out the audit scope and approach in summary;
- identify and communicate the key audit risk areas which we expect to be the focus of the audit procedures; and
- promote effective communication between the auditor and those charged with governance.

Representatives from the OAG and Moore Stephens will meet with the audit committee to provide an overview of the audit process for 2019 and respond to questions from committee members.

Mr Vince Turco, OAG Director and Mr Greg Godwin, Director, Moore Stephens, will attend the meeting by telephone.

COMMENT

The interim audit is planned for 22 to 24 May 2019 and final visit from 28 to 30 October 2019. The annual report is expected to be finalised in December 2019 ready for endorsement at the Council meeting on 17 December 2019.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

Local Government (Audit) Regulations 1996

Part 7 of the Act and the Local Government (Audit) Regulations 1996 (the Regulations) outlines the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and
 - ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

8.12 Appointment of an Auditor, Scope of Works and Notification of Appointments

FINANCIAL IMPLICATIONS

The indicative fee for the 2019 audit is approximately \$45,000 (exc gst).

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of Integrated Planning and Reporting documents and informing strategies including Long Term Financial Plan, Asset Management Plan and Workforce Plan
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Hickey Seconded: Cr Dickinson

That the Audit and Risk Management Committee recommend that Council endorse the Audit Strategy Memorandum outlining the scope, approach and key deliverables of the audit of the annual financial report for the year ending 30 June 2019.

Carried 4/0

7.2 FRAUD AND ERROR ASSESSMENT BY THE AUDIT AND RISK MANAGEMENT COMMITTEE

Applicant:	Shire of Corrigin
Date:	6/05/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0058
Attachment Ref:	Attachment 7.2 - Fraud and Error Assessment by the Audit Committee

SUMMARY

The Shire of Corrigin Audit and Risk Management Committee is requested to consider the risk and error assessment checklist prior to the interim audit.

BACKGROUND

In performing the audit engagement, the Australian Auditing Standards require the auditor, Moore Stephens on behalf of the Office of the Auditor General (OAG), to consider the risk that fraud or error could occur within the Shire of Corrigin for the year ended 30 June 2019.

The standards require the auditor to make enquiries of those charged with governance of the risk of fraud or error within the organisation.

The fraud and error assessment checklist requires the Chair of the Audit and Risk Management Committee to answer the following questions prior to the commencement of the audit.

1. Do you believe the policies and procedures in place within the organisation are adequate to minimise the risk of fraud to an appropriately low level? If no, please provide an explanation and reasons for your answer.
2. Are you aware of any instances where policies and procedures have not been adhered to which could have resulted in a fraud occurring? If yes, please provide details.
3. Have you, during the past year, become aware of or suspected fraud within the organisation? If yes, please provide details.
4. If there any concerns or questions you would like us to address during the course of our audit, please describe.

COMMENT

The Audit and Risk Management Committee will meet with representatives of the OAG and Moore Stephens on 14 May 2019.

The interim audit is planned for 22 to 24 May 2019 and final visit from 28 to 30 October 2019.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)

Local Government (Audit) Regulations 1996

Part 7 of the Act and the Local Government (Audit) Regulations 1996 (the Regulations) outlines the duties of the local government with respect to audits –

- a) the local government is to do everything in its power to –
 - i. assist the auditor to conduct an audit and carry out his or her other duties under the Act; and
 - ii. ensure that audits are conducted successfully and expeditiously;
- b) a local government is to meet with its auditor at least once in every year;

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

8.12 Appointment of an Auditor, Scope of Works and Notification of Appointments

FINANCIAL IMPLICATIONS

The indicative fee for the 2019 audit is approximately \$45,000 (exc gst).

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of Integrated Planning and Reporting documents and informing strategies including Long Term Financial Plan, Asset Management Plan and Workforce Plan
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COMMITTEE'S RESOLUTION

Moved: Cr Dickinson Seconded: Cr Hickey

That the Audit and Risk Management Committee recommend to Council that Cr Baker, as the Chair of the committee, be authorised to complete of the Fraud and Error Assessment for the year ending 30 June 2019.

Carried 4/0

8. MEETING CLOSURE

The Chairperson, Cr L Baker closed the meeting at 11:15am.

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
65	10/04/2019	SHIRE OF CORRIGIN	PAYMENT OF 2018 STEVENSON SCHOLARSHIP	\$ 4,121.42	ES TRUST
EFT13753	26/04/2019	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PAYMENT FOR MARCH 2019	\$ 133.75	TRUST
EFT13754	26/04/2019	J.H. PIETRZAK (CORRIGIN VET)	BOND REFUND	\$ 50.00	TRUST
EFT13755	26/04/2019	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKETING SALES FOR MARCH 2019	\$ 53.08	TRUST
EFT13756	26/04/2019	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKETING COMMISSION FOR MARCH 2019	\$ 30.57	TRUST
20397	03/04/2019	TARYN DAYMAN	PAYMENT CANCELLED - INCORRECT PAYMENT TYPE	\$ -	MUNI
20398	04/04/2019	SYNERGY	ELECTRICITY CHARGES	\$ 3,428.35	MUNI
20399	11/04/2019	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 177.00	MUNI
20400	18/04/2019	SYNERGY	ELECTRICITY CHARGES	\$ 4,876.40	MUNI
20401	18/04/2019	WATER CORPORATION OF WA	WATER CHARGES	\$ 1,293.62	MUNI
20402	25/04/2019	SHIRE OF CORRIGIN	PAYROLL DEDUCTIONS	\$ 177.00	MUNI
EFT13672	03/04/2019	SHIRE OF CORRIGIN - LICENSING	PAYMENT CANCELLED - ERROR IN PAYMENT BATCH	\$ -	MUNI
EFT13673	03/04/2019	SHIRE OF CORRIGIN - LICENSING	PLATE CHANGE FEE FOR MAZDA	\$ 26.85	MUNI
EFT13674	03/04/2019	TARYN DAYMAN	DEBTOR REFUND & STAFF REIMBURSEMENT	\$ 459.74	MUNI
EFT13675	04/04/2019	A & B CANVAS AUSTRALIA	WINDSOCKS FOR AIRSTRIP	\$ 533.15	MUNI
EFT13676	04/04/2019	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES RECOVERY AND ASSOCIATED LEGAL FEES	\$ 9,042.72	MUNI
EFT13677	04/04/2019	ARM SECURITY	ALARM MONITORING SERVICES 01.04.2019 TO 30.06.2019	\$ 128.70	MUNI
EFT13678	04/04/2019	BEST OFFICE SYSTEMS	SUPPLY & INSTALL DATA PROJECTOR AT CORRIGIN CRC	\$ 2,990.00	MUNI
EFT13679	04/04/2019	BOB WADDELL & ASSOCIATES PTY LTD	CONSULTANCY SERVICES - ACCOUNTING	\$ 3,861.00	MUNI
EFT13680	04/04/2019	CONNELLY IMAGES	SMALL SIGNS AND STICKERS FOR SWIMMING POOL	\$ 409.20	MUNI
EFT13681	04/04/2019	CORRIGIN NEWSAGENCY	NEWSPAPERS & STATIONERY SUPPLIES	\$ 100.00	MUNI
EFT13682	04/04/2019	CORRIGIN TYREPOWER	PLANT REPAIRS TO GRADER AND COLORADO	\$ 596.55	MUNI
EFT13683	04/04/2019	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 10.73	MUNI
EFT13684	04/04/2019	DAVES TREE SERVICE	TREE PRUNING IN CORRIGIN TOWNSITE	\$ 12,870.00	MUNI
EFT13685	04/04/2019	G & W SURVEYS	SURVEY CORRIGIN TOWNSITE FOOTPATHS	\$ 1,765.00	MUNI
EFT13686	04/04/2019	GREEN HILL DESIGN	NEW ABLUTIONS BLOCK MASTERPLAN FOR CARAVAN PARK	\$ 2,200.00	MUNI
EFT13687	04/04/2019	GUARDIAN TACTILE SYSTEMS PTY LTD	STAIRNOSINGS & TACTILE INDICATORS FOR ADMIN OFFICE	\$ 1,170.58	MUNI
EFT13688	04/04/2019	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL REPAIRS AND INSPECTIONS	\$ 1,408.15	MUNI
EFT13689	04/04/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INTEGRATED PLANNING & REPORTING FORUM REGISTRATION	\$ 80.00	MUNI
EFT13690	04/04/2019	MALLEE TREE CAFE & GALLERY	REFRESHMENTS AND CATERING	\$ 48.00	MUNI
EFT13691	04/04/2019	MCMILES INDUSTRIES PTY LTD	REPAIRS TO POOL PLANT	\$ 253.00	MUNI
EFT13692	04/04/2019	NATURAL PARK	150 TONNES OF YELLOW SAND	\$ 1,155.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13693	04/04/2019	NEU-TECH AUTO ELECTRICS	AIR COMPRESSOR FOR BATCHING PLANT, CAMLOCK FITTINGS	\$ 1,018.16	MUNI
EFT13694	04/04/2019	PRITCHARD BOOKBINDERS	BINDING OF COUNCIL MEETING MINUTES	\$ 510.40	MUNI
EFT13695	04/04/2019	RE GEORGE	PLANT HIRE	\$ 330.00	MUNI
EFT13696	04/04/2019	REGIONAL BRIDGING	BRIDGE INSPECTIONS AND REPORTING	\$ 1,138.50	MUNI
EFT13697	04/04/2019	STATE LIBRARY OF WESTERN AUSTRALIA	2018 / 2019 FREIGHT RECOUP FOR PUBLIC LIBRARY	\$ 310.88	MUNI
EFT13698	04/04/2019	STIRLING FREIGHT EXPRESS	FREIGHT CHARGES	\$ 416.78	MUNI
EFT13699	04/04/2019	SCANLAN SURVEYS PTY LTD	APPLY FOR NEW TITLES - COURBOULES CRES SUBDIVISION	\$ 6,700.00	MUNI
EFT13700	04/04/2019	THE BUTCHERS BLOCK	REFRESHMENTS AND CATERING	\$ 508.68	MUNI
EFT13701	04/04/2019	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 84.15	MUNI
EFT13702	04/04/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES	\$ 654.50	MUNI
EFT13703	04/04/2019	WA LOCAL GOVERNMENT ASSOCIATION	CONSULTANCY SERVICES - EA 2018 NEGOTIATION	\$ 9,900.00	MUNI
EFT13704	18/04/2019	ASHLEE-SWANNA HUGHES	2019 LOTTO WINNINGS DISTRIBUTION	\$ 10.10	MUNI
EFT13705	18/04/2019	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FEE	\$ 12.19	MUNI
EFT13706	18/04/2019	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES	\$ 2,253.35	MUNI
EFT13707	18/04/2019	CELLARBRATIONS @ CORRIGIN	REFRESHMENTS AND CATERING	\$ 175.50	MUNI
EFT13708	18/04/2019	CHADWEN HOLDINGS TRUST	2019 ANZAC DAY EVENT HOUSEHOLDER MAILOUT	\$ 180.00	MUNI
EFT13709	18/04/2019	COLAS	BITUMEN SEAL OF CORRIGIN-NAREMBEEN ROAD	\$ 216,315.87	MUNI
EFT13710	18/04/2019	CORE BUSINESS AUSTRALIA	SUPERVISION OF WORKS TO SHIRE ROAD ASSETS	\$ 38,532.90	MUNI
EFT13711	18/04/2019	CORRIGIN ENGINEERING PTY LTD	SUPPLY TRIMDECK SHEETING	\$ 63.28	MUNI
EFT13712	18/04/2019	CORRIGIN HARDWARE	HARDWARE SUPPLIES	\$ 5,128.50	MUNI
EFT13713	18/04/2019	DANIEL W GAGE	PAINT EXTERIOR OF SHIRE & CRC BUILDING	\$ 13,090.55	MUNI
EFT13714	18/04/2019	GANNAWAY BROS.	BACKING PLATE TO MOUNT DEFIBRILLATOR AT CREC	\$ 14.50	MUNI
EFT13715	18/04/2019	IGA CORRIGIN	REFRESHMENTS AND CATERING	\$ 613.87	MUNI
EFT13716	18/04/2019	LANDMARK	23,000 LITRE WEST COAST POLY TANK	\$ 2,849.00	MUNI
EFT13717	18/04/2019	NEU-TECH AUTO ELECTRICS	PLANT PARTS FOR HILUX	\$ 70.86	MUNI
EFT13718	18/04/2019	PHILSSOUNDS	SUPPLY & SET UP MICROPHONE SYSTEM AT TOWN HALL	\$ 600.00	MUNI
EFT13719	18/04/2019	PATHTECH PTY LTD	DRUGWIPE TESTING KITS	\$ 1,149.50	MUNI
EFT13720	18/04/2019	SIGMA CHEMICALS	SAFETY STICKERS & STENCILS FOR POOL, POOL CHEMICALS	\$ 624.58	MUNI
EFT13721	18/04/2019	SQUIRE PATTON BOGGS (AU)	LEGAL ADVICE REGARDING CREC	\$ 992.20	MUNI
EFT13722	18/04/2019	TALIS CONSULTANTS PTY LTD	ANALYSIS OF ROAD INVENTORY & CONDITION DATA	\$ 3,850.00	MUNI
EFT13723	18/04/2019	THE WINDMILL NEWSPAPER	PUBLIC NOTICES - ADVERTISING	\$ 90.00	MUNI
EFT13724	18/04/2019	WARREN KENNY CARPENTRY SERVICES	CUSTOMER REFUND	\$ 260.00	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
EFT13725	18/04/2019	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CYLINDER SERVICE CHARGE	\$ 75.90	MUNI
EFT13726	18/04/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	INVESTMENT OF SURPLUS FUNDS	\$ 200,000.00	MUNI
EFT13727	25/04/2019	AUSTRALIAN WORKERS' UNION	PAYROLL DEDUCTIONS	\$ 48.00	MUNI
EFT13728	25/04/2019	MUNICIPAL EMPLOYEES UNION	PAYROLL DEDUCTIONS	\$ 82.00	MUNI
EFT13729	25/04/2019	SHIRE OF CORRIGIN OUTSIDE STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 95.00	MUNI
EFT13730	26/04/2019	ADVANCED AUTOLOGIC PTY LTD	DEGREASER, BRAKE & PARTS CLEANER, GREASE, KERO	\$ 2,897.40	MUNI
EFT13731	26/04/2019	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR THE MONTH OF MARCH 2019	\$ 7,926.00	MUNI
EFT13732	26/04/2019	AVON WASTE	4 WEEKS RUBBISH COLLECTION - MARCH 2019	\$ 17,333.67	MUNI
EFT13733	26/04/2019	BEST OFFICE SYSTEMS	PHOTOCOPYING - ADMIN OFFICE & RESOURCE CENTRE	\$ 689.60	MUNI
EFT13734	26/04/2019	BOB WADDELL & ASSOCIATES PTY LTD	CONSULTANCY SERVICES - ACCOUNTING	\$ 363.00	MUNI
EFT13735	26/04/2019	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	\$ 488.01	MUNI
EFT13736	26/04/2019	CHADWEN HOLDINGS TRUST	POSTAGE CHARGES FOR MARCH 2019	\$ 218.45	MUNI
EFT13737	26/04/2019	CORRIGIN ENGINEERING PTY LTD	SUPPLY AND REPLACE PARTS ON GATE AT POOL	\$ 172.63	MUNI
EFT13738	26/04/2019	CORRIGIN OFFICE SUPPLIES	COMPUTER MONITOR, STATIONERY SUPPLIES	\$ 470.85	MUNI
EFT13739	26/04/2019	CORRIGIN TYREPOWER	NEW TYRES FOR COMMUNITY BUS	\$ 1,926.00	MUNI
EFT13740	26/04/2019	DR T RAMAKRISHNA	INCENTIVE PAYMENT AS PER AGREEMENT	\$ 14,305.48	MUNI
EFT13741	26/04/2019	FIRST HEALTH SERVICES	CORRIGIN MEDICAL CENTRE SERVICE FEE FOR APRIL 2019	\$ 10,709.53	MUNI
EFT13742	26/04/2019	GANNAWAY BROS.	SUPPLIES FOR FOOTPATH UPGRADES	\$ 4,421.75	MUNI
EFT13743	26/04/2019	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR MARCH 2019	\$ 16,556.01	MUNI
EFT13744	26/04/2019	HEATHER JANE IVES	STAFF REIMBURSEMENT	\$ 185.09	MUNI
EFT13745	26/04/2019	IT VISION	SYNERGYSOFT FINANCIAL HEALTH CHECK	\$ 6,187.50	MUNI
EFT13746	26/04/2019	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING	\$ 290.16	MUNI
EFT13747	26/04/2019	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE	\$ 230.95	MUNI
EFT13748	26/04/2019	NEU-TECH AUTO ELECTRICS	PLANT REPAIRS & SERVICE OF VARIOUS VEHICLES	\$ 2,356.20	MUNI
EFT13749	26/04/2019	NARROGIN TOYOTA & MAZDA	FRONT FLOOR MATS FOR MWS VEHICLE	\$ 150.00	MUNI
EFT13750	26/04/2019	THE WORKWEAR GROUP PTY LTD	STAFF UNIFORM	\$ 365.00	MUNI
EFT13751	26/04/2019	TOP NOTCH PLUMBING & GAS SERVICE	PLUMBING SERVICES	\$ 1,188.00	MUNI
EFT13752	26/04/2019	WESTERN MECHANICAL CORRIGIN	PLANT REPAIRS TO PRIME MOVERS	\$ 4,289.19	MUNI
EFT13757	30/04/2019	AUSTRALIAN TAXATION OFFICE	PAYMENT OF 2018 STEVENSON SCHOLARSHIP	\$ 4,121.42	MUNI
DD10450.1	01/04/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 59.95	MUNI
DD10451.1	01/04/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 73.72	MUNI
DD10452.1	01/04/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 129.95	MUNI

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD10453.1	01/04/2019	WESTNET PTY LTD	INTERNET CHARGES	\$ 89.95	MUNI
DD10454.1	01/04/2019	TELSTRA	PHONE CHARGES	\$ 160.92	MUNI
DD10455.1	01/04/2019	TELSTRA	PHONE CHARGES	\$ 491.37	MUNI
DD10421.1	02/04/2019	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENTS	\$ 90.76	MUNI
DD10424.1	10/04/2019	WA SUPER	PAYROLL DEDUCTIONS	\$ 9,397.00	MUNI
DD10424.2	10/04/2019	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 104.60	MUNI
DD10424.3	10/04/2019	FIRSTWRAP PLUS SUPER AND PENSION	PAYROLL DEDUCTIONS	\$ 191.17	MUNI
DD10424.4	10/04/2019	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 490.91	MUNI
DD10424.5	10/04/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,188.28	MUNI
DD10424.6	10/04/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 421.78	MUNI
DD10424.7	10/04/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 230.98	MUNI
DD10424.8	10/04/2019	BT SUPERANNUATION INVESTMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 233.30	MUNI
DD10424.9	10/04/2019	CBH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 171.89	MUNI
DD10456.1	10/04/2019	TELSTRA	MOBILE PHONE CHARGES	\$ 322.94	MUNI
DD10457.1	16/04/2019	TELSTRA	PHONE CHARGES	\$ 12.20	MUNI
DD10458.1	19/04/2019	CLASSIC FUNDING GROUP PTY LTD	RESOURCE CENTRE PHOTOCOPIER LEASE PAYMENT	\$ 237.60	MUNI
DD10466.1	24/04/2019	WA SUPER	PAYROLL DEDUCTIONS	\$ 8,520.70	MUNI
DD10466.2	24/04/2019	AVANTEOS INVESTMENTS LTD	PAYROLL DEDUCTIONS	\$ 106.65	MUNI
DD10466.3	24/04/2019	FIRSTWRAP PLUS SUPER AND PENSION	PAYROLL DEDUCTIONS	\$ 202.13	MUNI
DD10466.4	24/04/2019	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 354.14	MUNI
DD10466.5	24/04/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,279.41	MUNI
DD10466.6	24/04/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$ 421.78	MUNI
DD10466.7	24/04/2019	AMP SUPERANNUATION SAVINGS TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 222.51	MUNI
DD10466.8	24/04/2019	BT SUPERANNUATION INVESTMENT FUND	SUPERANNUATION CONTRIBUTIONS	\$ 128.93	MUNI
DD10466.9	24/04/2019	CBH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 179.71	MUNI
DD10486.1	29/04/2019	TELSTRA	PHONE CHARGES	\$ 72.06	MUNI
DD10487.1	29/04/2019	TELSTRA	PHONE CHARGES	\$ 250.71	MUNI
DD10488.1	29/04/2019	TELSTRA	PHONE CHARGES	\$ 96.13	MUNI
DD10489.1	29/04/2019	TELSTRA	PHONE CHARGES	\$ 34.95	MUNI
DD10490.1	30/04/2019	TELSTRA	PHONE CHARGES	\$ 157.48	MUNI
DD10491.1	30/04/2019	TELSTRA	PHONE CHARGES	\$ 500.59	MUNI
DD10400.1	01/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 978.10	LIC

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL FOR THE MONTH OF APRIL 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	BANK
DD10402.1	02/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 5,974.35	LIC
DD10404.1	03/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 21,702.90	LIC
DD10406.1	04/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 923.75	LIC
DD10408.1	05/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 230.50	LIC
DD10410.1	08/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,355.70	LIC
DD10429.1	09/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,592.40	LIC
DD10431.1	10/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,969.40	LIC
DD10433.1	11/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 778.30	LIC
DD10443.1	12/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 598.85	LIC
DD10445.1	15/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 144.25	LIC
DD10447.1	16/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 802.65	LIC
DD10460.1	17/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 2,513.40	LIC
DD10462.1	18/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 489.55	LIC
DD10464.1	23/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,459.05	LIC
DD10471.1	24/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,369.75	LIC
DD10476.1	26/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,752.95	LIC
DD10481.1	29/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 381.35	LIC
DD10485.1	30/04/2019	DEPARTMENT OF TRANSPORT - P/L	DOT DIRECT DEBIT	\$ 1,202.15	LIC
JNL	11/04/2019	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 10/04/2019	\$ 56,301.52	MUNI
JNL	25/04/2019	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT PPE 24/04/2019	\$ 63,726.06	MUNI

\$ 852,915.23

MUNICIPAL ACCOUNT PAYMENTS	\$ 802,307.06
TRUST ACCOUNT PAYMENTS	\$ 267.40
LICENSING ACCOUNT PAYMENTS	\$ 46,219.35
EDNA STEVENSON TRUST ACCOUNT PAYMENTS	\$ 4,121.42
	<u>\$ 852,915.23</u>



**SHIRE OF CORRIGIN
NAB BUSINESS MASTERCARD
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 1 MARCH 2019 TO 28 MARCH 2019**

DATE	DETAILS	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4143			
5/03/2019	CORRIGIN PHARMACY	STAFF FAREWELL GIFT	\$ 46.98
10/03/2019	COLES EXPRESS KARAWARA	28.45 LITRES OF DIESEL FUEL FOR CEO VEHICLE	\$ 43.78
CREDIT CARD TOTAL			\$ 90.76
CARD NUMBER 4557-XXXX-XXXX-9989			
CREDIT CARD TOTAL			\$ -
BILLING ACCOUNT			\$ -
TOTAL CREDIT CARD PAYMENTS			<u>\$ 90.76</u>

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

10 /04/2019 .



Statement for

NAB Business Visa (BFP)

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
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: 4143
Statement Period: 1 March 2019 to 28 March 2019
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
6 Mar 2019	\$46.98	CORRIGIN PHARMACY CORRIGIN	Staff Farewell Gift	04/14.520			74564509064
11 Mar 2019	\$43.78	COLES EXPRESS 6929 KARAWARA	28-45 Litres of Diesel Fuel	PICR-008-3001			74363969069
Total for this period	\$90.76		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: 8/4/19

RESTRICTED BURNING PERIOD
19 September to 31 October
BURNING PERMIT REQUIRED

PROHIBITED BURNING PERIOD
1 November to 15 February
NO BURNING PERMITTED (INCLUDING CAMP FIRES)

RESTRICTED BURNING PERIOD
16 February to 15 April
BURNING PERMIT REQUIRED

NO BURNING PERMITTED ON DAYS WHEN VERY HIGH OR GREATER FIRE DANGER IS FORECAST

Fire Weather information available at www.bom.gov.au
or by listening to ABC Regional Radio

FIREBREAK ORDER **BUSHFIRES ACT 1954**

Pursuant to the powers contained in section 33 of the Bush Fires Act 1954, you are hereby required on or before 31 October 2019, to plough, scarify, cultivate, spray or otherwise clear and thereafter maintain free of all inflammable material until 15 April 2020 mineral earth Firebreaks in the following dimensions, on the land owned or occupied by you.

1. RURAL LAND

1.1 **Mineral earth firebreaks** of not less than 2.44 metres (8 feet) in width must be constructed along and within 20 metres of all external boundaries of the property owned or occupied by you. If any portion of the land adjoins a public road or railway line, a firebreak must also be constructed along that boundary.

1.2 Property in excess of 250 hectares shall have fire **mineral earth firebreaks** positioned as necessary to divide land into areas not exceeding 250 hectares each completely surrounded by a **mineral earth firebreak**.

1.3 Clear and maintain **mineral earth firebreaks** at least 2.44 metres (8 feet) wide within 20 metres of the perimeter of any building or group of buildings, fuel tanks, hayshed or haystack, in such a manner as to fully encircle the structure/s. In addition to **mineral earth Firebreaks**, a 20 metre wide low fuel zone is required to be maintained around any building or group of buildings, fuel tanks, hayshed or haystack. Low fuel means the removal of inflammable material, dead trees, leaf litter and trash and the removal of dead branches to a height of 1.5 metres from live standing trees. Grass is to be slashed to a height not exceeding 100mm.

1.4 During any period when harvesting operations are being conducted, there shall be provided an operational mobile firefighting unit with a minimum capacity of 500 litres of water located in or immediately adjacent to the paddock being harvested. The responsibility to supply the unit is that of the landowner/occupier.

2. TOWN SITES

2.1 Where the area of the land is 0.2 hectares (one half of one acre) or less, you shall clear all inflammable material on the land from the whole of the land.

2.2 Where the area of the land exceeds 0.2 hectares (one half of one acre), you shall clear of all inflammable material, **mineral earth Firebreaks** not less than 2.44 metres (8 feet) wide immediately inside all external boundaries of the land, and also immediately surrounding all buildings, haystacks and fuel ramps situated on the land, and also immediately surrounding any drums or drums situated on the land which are normally used for the storage of fuel, whether they contain fuel or not.

3. GENERAL PROVISIONS

The term **"inflammable Material"** or the purpose of this notice includes bush (as defined in the Bush Fires Act 1954), timber, boxes, cartons, paper, and the like inflammable materials, rubbish and any combustible matter, but does not include buildings, green standing trees and bushes or growing bushes or plants in gardens or lawns.

If it is considered to be impractical for any reason to provide **mineral earth firebreaks** in the position or adhere to the provisions required by this notice, the written approval of Council or a duly authorised officer must be obtained to prepare such **mineral earth firebreaks** in an alternative position. If permission is not granted by Council or a duly authorised officer you shall comply with the requirements of this order.

"mineral earth firebreak" means an area of the owner(s)/occupiers(s) land, cleared and maintained totally clear of all vegetation material (living or dead) so there is only mineral earth left.



Acceptable mineral earth firebreak



Not acceptable mineral earth firebreak

PLEASE PLAN AHEAD, do not ring a Fire Control Officer on the day you want to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

The term **"harvesting/Total Movement Ban"** includes harvesting and the movement of vehicles in paddocks, except vehicles carrying water to stock.

Contractors carting lime, gypsum or fertilizer are allowed to enter into paddocks to unload at any time that there is a **"Harvest/Total Movement Ban"** in place on the condition that a manned fire unit with at least 500 litres of water is in attendance.

The penalty for failing to comply with this Order is a fine of not more than five thousand dollars (\$5000) and a person in default is also liable, whether prosecuted or not, to pay the cost of performing the work directed by this notice, if it is not carried out by the owner or occupier by the date required by this notice.

Harvesting is not permitted on Christmas Day, Boxing Day and New Year's Day.

PREPARE, ACT AND SURVIVE

For further information contact DFES on 1300 657 209 or visit www.dfes.wa.gov.au.

Bush fires happen every summer; they can start suddenly and without warning. People have been killed or seriously injured, and homes destroyed in recent events in WA. If you live in or near bush, fire is a real risk to you and your family.

You need to understand the bush fire risk to your family and home so you can make decisions now on what you will do if a bush fire starts. Fire fighters are preparing for the bush fire season and will do everything they can to make your community safe. Fire fighters are volunteers and take time away from their families putting themselves at risk to support you and your family.

You need to help them by developing your bush fire survival plan and preparing your home to make it as safe as possible. Whether you choose to leave for a safer place or you choose to actively defend, preparation is the key to your survival.

PREPARE your family, home or business – know your bush fire risk and have a bush fire survival plan.

ACT on the fire danger ratings – put your preparations into action, do not wait and see.

SURVIVE by monitoring conditions if a fire starts – know the bush fire warning alert levels and what you do if you are caught in a fire.

Natalie Manton
CHIEF EXECUTIVE OFFICER



GENERAL INFORMATION

PERMITS

Permits for burning during the restricted burning period are available from your **local** Bush Fire Control Officer; please refer to the list on the back page of this notice. Burning is not permitted during the restricted burning period and Public Holidays or during Easter when Easter falls within the restricted burning period.

Persons burning without permits during the Restricted Burning Period or on days when a Very High or greater fire weather warning has been issued may be prosecuted.

HARVEST/MOVEMENT OF VEHICLES IN PADDOCKS BANS

A “Harvesting/Total Movement Ban” includes harvesting and the movement of vehicles in paddocks, except vehicles carrying water to stock.

TOTAL FIRE BANS may be imposed by DFES on a regional basis on days of Severe or higher Fire Danger. Activities which may cause a fire are prohibited. Harvesting/movement bans may also be imposed by the Shire.

ROADSIDE BURNING AND SPRAYING

No roadside burning or spraying is allowed by any person within the Shire without the approval of Council.

TOWNSITE GARDEN REFUSE

Provided a fire danger forecast of “catastrophic”, “extreme”, “severe” or “very high” fire danger has not been issued by the Bureau of Meteorology, garden refuse may be burnt at any time; day or night, in a properly constructed incinerator designed to prevent the escape of sparks or burning material. The incinerator must not be situated less than 2 metres from any building or fence and the area of 2 metres surrounding the incinerator is clear of flammable material. Garden refuse and refuse on the ground may only be burnt between the hours of 6pm and 11pm and the fire must be completely extinguished by not later than midnight on that day. An area of 5 metres must be cleared all around the site of the fire and a person must remain in attendance at the site during the whole time that the fire is burning. A person must not burn garden refuse at any place at any time when there is a Total Fire Ban in force.

RESPONSIBILITY

Section 28 of the Bush Fires Act 1954 provides that where a bush fire is burning during prohibited or restricted times, the occupier of the land shall forthwith, whether he or she has lit or caused such fire to be lit or not, take all possible steps to extinguish the fire. Where owners or occupiers fail to extinguish the fire a Bush Fire Control Officer may take all proper measures to extinguish such fire and the expenses of that action are recoverable from owners and occupiers.

PENALTIES

Penalties apply for failure to comply with these regulations.

INSPECTIONS

All properties will be inspected from 31 October 2019 to ensure they comply with these requirements. Failure to comply will result in an infringement being issued.

FIRE CONTROL OFFICERS

Chief Bush Fire Control Officer

Greg Evans	9065 7021 ph	0429 657 021 m
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Deputy Chief Bush Fire Control Officers

Andrew Szczecinski	9065 7014 ph	0429 657 014 m
Steven Bolt	9065 2043 ph	0427 652 043 m

BILBARIN BUSH FIRE BRIGADE

Sadow Jacobs	9065 2042 ph	0427 652 042 m
Bruce Mills	9062 9012 ph	0428 956 779 m
Steven Bolt	9065 2043 ph	0427 652 043 m
Paul McBeath	9062 9024 ph	0427 629 024 m

BULLARING BUSH FIRE BRIGADE

Andrew Szczecinski	9065 7014 ph	0429 657 014 m
Greg Evans	9065 7021 ph	0429 657 021 m
Greg Doyle	9880 9048 ph	0427 809 044 m
Craig Jespersen	9888 7075 ph	0427 887 075 m
Bryce Nicholls	9063 7014 ph	0429 883 799 m

BULYEE/KUNJIN BUSH FIRE BRIGADE

Ray Hathaway	9642 7045 ph	0488 138 904 m
Tony Guinness	9065 7079 ph	0429 657 004 m
John Hewett	9063 2480 ph	0427 632 480 m
Braden Grylls	9065 8006 ph	0428 658 048 m

CORRIGIN EAST BUSH FIRE BRIGADE

Tim George	9065 5045 ph	0427 655 045 m
Kim Courboules		0427 632 624 m
Bruce Talbot	9063 2132 ph	0427 632 224 m

CORRIGIN CENTRAL BUSH FIRE BRIGADE

Garrick Connelly	9063 2956 ph	0488 632 107 m
Adam Rendell	9063 2291 ph	0427 632 291 m
Natalie Manton	9063 2203 ph	0427 425 727 m



UHF CH5

***For Emergency Bush Fire Assistance
Phone 000 or the Shire Office on
90632203 during office hours.***

***To register for SMS notifications of
Harvest Bans via your mobile phone
please contact the Shire Office on
9063 2203.***

***When attending a fire use UHF channel 5 to communicate
with Fire Control Officers.***

**FIRST AND FINAL NOTICE IS
HEREBY SERVED TO ALL RESIDENTS
AND RATEPAYERS
WITHIN
THE SHIRE OF CORRIGIN**



***FIREBREAK
ORDER
2019/2020***

Shire of Corrigin

9 Lynch Street, PO Box 221
CORRIGIN WA 6375

Telephone: (08) 9063 2203 Fax: (08) 9063 2005

Email: shire@corrigin.wa.gov.au

Web: www.corrigin.wa.gov.au

**PENALTY FOR NON-COMPLIANCE
WITH THIS NOTICE - \$5000.00**

Notice of Annual General Meeting

**and
Procedural Information
for Submission of Motions**

**Perth Convention and Exhibition
Centre**

Wednesday, 7 August 2019

Deadline for Agenda Items

(Close of Business)

Tuesday, 4 June 2019

2019 Local Government Convention

General Information

The 2019 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 7 August to 9 August 2019. The tentative schedule for the Convention is as follows:

<u>Tuesday, 6 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum (separate invitation)	3.30 pm	5.30 pm
Mayors and Presidents Reception (separate invitation)	5.30 pm	7.00 pm
<u>Wednesday, 7 August</u>		
State and Local Government Forum (separate registration)	9.00 am	11:00am
Registration for AGM and collection of voting keypads	10.00 am	1.30 pm
Honour Recipients Luncheon (by invitation only)	12.00 pm	1.15 pm
WALGA AGM (including Honours Awards Presentations)	1.30 pm	5.00 pm
Convention Opening Welcome Reception	5.00 pm	6.30 pm
<u>Thursday, 8 August</u>		
ALGWA AGM and Breakfast (separate invitation)	7.45 am	9:00 am
Opening and Convention Sessions	9.00 am	5.00 pm
Convention Gala Dinner	7.00 pm	11:00 pm
<u>Friday, 9 August</u>		
Convention Breakfast	7.30 am	8.45 am
Convention Sessions	9.15 am	4:00 pm

Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 7 August 2019. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a cost for those not registered as a Full Delegate.

Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2019 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Tuesday, 4 June 2019**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm **Friday, 10 May 2019** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email mdegebrodt@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



President Cr Lynne Craigie OAM
President



Nick Sloan
Chief Executive Officer



Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads Heavy Vehicle Services will consider adding a road to the Restricted Access Vehicle (RAV) Network provided support from the relevant road owner is obtained. This application must be completed by the applicant and forwarded to Main Roads who will liaise directly with the relevant road owner to ensure they have no objections to the access.

Applicant Details

Operator Name / Company	Tianco Transport		
Contact Name	Timm Lange	Contact Phone Number	0429600292
Mobile Phone Number	0429600292	Contact Fax Number	
Email Address	admin@tianco.com.au		

RAV Networks to be assessed

Tandem Drive RAV Categories 2-10 Refer to the [Prime Mover, Trailer](#) or [Truck, Trailer](#) operating conditions for approved combinations on our website.

RAV Category 4 (27.5m)

Tri Drive Categories 1-5 Refer to the [Tri Drive Prime Mover, Trailer](#) or [Tri Drive Truck, Trailer](#) operating conditions for approved combinations on our website.

Other Categories (i.e. Oversize Road Train) Refer to the operating conditions of the particular [Permit Product](#) for approved combinations on our website

Concessional Networks to be assessed

Vehicle combinations operating on Level 1 must only operate on the relevant RAV Network that is permitted for the equivalent vehicle combination under the [Prime Mover, Trailer](#) or [Truck, Trailer](#) Combinations.

For Concessional Levels 2 and 3 please select the relevant category below

Tandem Drive Concessional RAV Categories 2-10 Refer to the [AMMS Page](#) for approved combinations.

Tandem Drive Concessional N4.3 (27.5m)

Tri Drive Concessional Categories 1-5 Refer to the [AMMS Page](#) for approved combinations.

Requested Axle Mass Level		
	Tandem Axle Group	Tri Axle Group
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

Roads to be assessed

Please list all requested roads where RAV Access is required (including start and end points) and attach maps.

Corrigin - Quairding Road, from the Intersection of Brookton-Corrigin Road to the driveway as marked on the attached map, approximately 1km south of intersection with Glenmore Road. This is to access Farmers property, on what is a strategic freight route.



Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads will liaise directly with the relevant road owner to complete this section.

Road Owner

Road Name

Road Number

Contact Details

Contact Name

Position

Contact Phone Number

Contact Fax Number

Mobile Phone Number

Email Address

Required Traffic Data

Please provide the AADT, Speed Limit and if the road is on a School Bus Route. If the application is for more than one road, please provide the AADT, speed limit and if the roads are on a School Bus Route for each road in comments box provided below.

Posted Speed Limit

110

School Bus Route ?

☒ Yes ☐ No

AADT

Annual Average Daily Traffic is determined by the total yearly two-way traffic volume divided by 365, expressed as vehicles per day (VPD). Please tick box below.

☐ 0 to 15 vpd

☐ 16 to 30 vpd

☐ 31 to 50 vpd

☐ 51 to 75 vpd

☒ 75 to 150 vpd

☐ 150 to 500 vpd

☐ 500 to 1000 vpd

☐ 1000+ vpd

Comments:

Please detail any community concerns, required conditions and other relevant information.

If RAV access is endorsed, as the road owner please specify any access conditions that you would like Main Roads to consider (i.e. No operation on unsealed road when visibly wet, without road owner's approval, Headlights to be switch on at all times etc.)

If RAV access is not endorsed please provide reasoning behind your decision.

NOTE - If condition CA07 (Current written support from the Road Asset Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.) is required, the road owner is responsible for the administration of condition CA07.

Road Owner Support

As the road owner you are required to conduct a preliminary assessment of the requested road/s to ensure there are no obvious issues that would deem RAV access unsuitable. The preliminary check should be carried out using the criteria outlined in the [Framework for Applying to have a Local Government Road Added to a Restricted Access Vehicle Network](#).

I

support the above decisions, subject to Main Roads final approval.

On behalf of

Date

Signature

Email completed form to: hvsrouteassessments@mainroads.wa.gov.au

Heavy Vehicle Services Main Roads WA

PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone 138 HVO (486) | Fax (08) 9475 8455

www.mainroads.wa.gov.au

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