



AGENDA

ORDINARY COUNCIL MEETING
19 October 2021

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 19 October 2021 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

- 10.30am Presentation from Llew Withers on Public Health Plan
- 12.30pm Lunch
- 1.00 pm Discussion Forum – Presentation with Moore Australia – Long Term Financial Planning
- 2.30pm Afternoon Tea
- 3.00 pm Council Meeting

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



Natalie Manton
Chief Executive Officer
14 October 2021

Disclaimer:

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

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1 DECLARATION OF OPENING

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

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has been advised that Peter (Tiny) Madgen, Cora McBeath, Robert Paton and Robert Greenlaw have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Thursday 16 September 2021 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Thursday 16 September 2021 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 BUSH FIRE ADVISORY COMMITTEE MEETING

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 October 2021 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION

That the minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 October 2021 be received.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/10/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – September 2021

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of September 2021 are provided as Attachment 8.1.1 – Accounts for Payment - September 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$129.60.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16571 - 16676	\$390,492.23	
	Cheque	020657 - 020667	\$22,863.86	
	Direct Debit	September 2021	\$31,998.16	
	Payroll	September 2021	\$129,029.20	\$574,383.45
Trust	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	September 2021	\$25,494.85	\$25,494.85
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of September 2021				\$599,878.30

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 8.1.1 – Accounts for Payment – September 2021, 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, Edna Stevenson Trust and Licensing	EFT	EFT16570	EFT16571
Municipal	Cheque	020656	020657
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021 / 2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council reviews the list of accounts paid and acknowledges that payments totalling \$599,878.30 have been made during the month of September 2021.

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	01/10/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards August 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 July 2021 to 27 August 2021.

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 Deputy Chief Executive Officer, 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 Deputy Chief Executive Officer 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 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

**Objective: Governance and Leadership
Strong Governance and leadership**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council’s Long Term Financial Plan (LTFP) to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council in accordance with Attachment 8.1.2 endorse credit card payments for the period 29 July 2021 to 27 August 2021 for \$3,490.94.

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 30 September 2021

SUMMARY

This report provides Council with the monthly financial reports for the month ending 30 September 2021.

BACKGROUND

The *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

September closed with \$449,146 in the municipal fund, \$2.47m in short term investment. The advanced grant funding received prior to the end of financial year is still in reserves as the steady cash flow has meant the Shire haven't had to utilise the funds as yet.

The outstanding rates balance is \$612,384. The opening balance at the start of the financial year was \$149,288, this has been reduced to \$79,404 due to receiving a large payment towards a long outstanding rates debt. Rates collection to date is at 79% compared to 77% in September 2020.

General receivables are high at the end of the month due to claims made to Main Roads for the Regional Road Group funding.

The capital and road program for 21/22 is progressing slowly due to the delay caused by the heavy rainfalls received in July pushing the road program back.

Further information on the September financial position is in the variance report included in the monthly financial reports.

STATUTORY ENVIRONMENT

s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*
r. 34 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Statement of Financial Activity for the month ending 30 September 2021 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 APPOINTMENT OF COUNCILLORS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0015, PERSONNEL
Attachment Ref:	NIL

SUMMARY

Council is requested to appoint councillors to committees of council following the election on 16 October 2021.

BACKGROUND

Following the 2021 elections Council is to appoint members to committees of Council.

Council has already defined the purpose and operations of each committee as detailed below. Any delegation available to a committee is prescribed in respective Instrument of Appointment and Delegation. For all Committees, the Chief Executive Officer and other staff members will provide advice and administrative support to the Committee.

	Committee of Council	Elected Member	Meetings	Approximate duration
1	Audit and Risk Management	All Councillors	Three times per year and additional meetings as required: <ul style="list-style-type: none"> • 8 March 2022 • 14 June 2022 • 13 Sept 2022 • 13 Dec 2022 	1 hour September meeting to be held pending results of audit.
2	Chief Executive Officer's Performance Review Occasional Committee	All Councillors	Annually <ul style="list-style-type: none"> • 8 March 2022 	2 hours

COMMENT

The tenure of members of Council Committees expires on Local Government Election Day in October 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.38. Annual review of employees’ performance

s.5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*** Absolute majority required.**

s.5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person’s membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO’s representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person’s membership of the committee continues until —*
 - (a) *the term of the person’s appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

POLICY IMPLICATIONS

Policy 5.21 Chief Executive Officer Performance Review.

FINANCIAL IMPLICATIONS

Budgeted expenditure for meeting fees and cost associated with committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council’s Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council appoint the following Councillors to Committees of Council:

	<i>Committee of Council</i>	<i>Elected Member</i>	<i>Meetings</i>
1	<i>Audit and Risk Management</i>	<i>Cr Hickey</i> <i>Cr Weguelin</i> <i>Cr Dickinson</i> <i>Cr Jacobs</i> <i>Cr Coppen</i> <i>Cr Steele</i> <i>Cr Fare</i>	<i>Three times per year</i> <i>and as required:</i> <ul style="list-style-type: none"> • 8 March 2022 • 14 June 2022 • 13 Sept 2022 • 13 Dec 2022
2	<i>Chief Executive Officer Performance Review Occasional Committee</i>	<i>Cr Hickey</i> <i>Cr Weguelin</i> <i>Cr Dickinson</i> <i>Cr Jacobs</i> <i>Cr Coppen</i> <i>Cr Steele</i> <i>Cr Fare</i>	<i>Annually</i> <ul style="list-style-type: none"> • 8 March 2022



AUDIT AND RISK MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

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;

at least once every two 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 three 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 five 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

A quorum for a meeting shall be at least 50 percent of the number of members, 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 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 on the appropriateness and effectiveness of the Shire's systems and procedures in relation to:

- risk management;
- internal control; and
- legislative compliance

and report to Council.

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.



CEO PERFORMANCE REVIEW OCCASIONAL COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the CEO Performance Review Occasional Committee (Committee).

2.0 ROLE OF THE COMMITTEE

To comply with the requirements of the *Local Government Act 1995* to review the performance of the CEO annually.

3.0 OBJECTIVES OF THE COMMITTEE

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

4.0 MEMBERSHIP

The Council appoints all Councillors to the Committee subject to agreement of the CEO. 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.

5.0 PRESIDING MEMBER

The Shire President is the Presiding Member to chair committee meetings. The Deputy Shire President is the Deputy Presiding Member to chair in the absence of the Presiding Member. 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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are

confirmed is to sign the minutes and certify the confirmation. The *Local Government Act 1995* places responsibility for speaking on behalf of Council with the President.

With the exception of the Shire President, individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the *Local Government Act 1995*. Meetings are to be held at least once each year on a date to be determined by the Presiding Member in consultation with the Committee Members.

Notice of meetings, quorum requirements of the members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the *Local Government Act 1995*. As the matter relates to a member of the Shire's staff, the meeting, agenda and minutes will be considered Confidential Business so that Council may discuss the item, which behind closed doors.

7.0 DELEGATED POWERS

The Shire President may appoint an independent facilitator to assist with the performance review process, who is acceptable to both the Chief Executive Officer and the Shire President.

The Committee has no delegated powers and is a committee to Council only.

Recommendations of committee meetings are to be presented to Council by the Shire President for noting, or for consideration, as soon as practicable after unconfirmed minutes of Committee meetings are available.

8.2.2 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES

Applicant:	Shire of Corrigin
Date:	6/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0003, ES.0028, GOV.0021
Attachment Ref:	NIL

SUMMARY

Council is requested to establish the purpose, operations and appointments to its advisory committees and where acceptable, delegating responsibility to advisory committees.

BACKGROUND

Section 5.8 of the *Local Government Act 1995* allows the establishment advisory committees of three (3) or more people to assist it in discharging the operations and duties of the shire. These committees may comprise Councillors only or a mixture of Councillors, public and employees.

Advisory committees make recommendations for consideration by members of the Council based on their Terms of Reference which have been previously reviewed and adopted by Council. The Council has the right to amend these Terms of Reference or alter/disband its committees at any time.

Appointment of members to an Advisory Committee can only be made by way of a formal decision of the Council.

For all advisory committees, the Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

The Shire President has the right to be represented on any advisory committee. Should the Shire President not wish to be a member of an advisory committee, Council may need to appoint an additional Councillor, depending on the respective *Instrument of Appointment and Delegation*.

The Shire President is to call for nominations for each of the above advisory committees and preside over any required ballot to determine appointment(s) to the committees.

The Bush Fire and Local Emergency Management Committees are established under the *Bush Fires Act 1954* and *Emergency Management Act 2005* to advise and assist the shire in ensuring that local emergency management arrangements are established and maintained for its district.

Council may add to or remove any of the previously established advisory committees listed as below:

Advisory Committees	Members	Meetings	Approximate Duration
Local Emergency Management Committee	President Deputy President	Quarterly <ul style="list-style-type: none"> • 7 February 2022 • 9 May 2022 • 8 August 2022 • 7 November 2022 	1 hour
Bush Fire Advisory Committee	President Councillor	Twice annually <ul style="list-style-type: none"> • 24 March 2022 • 6 October 2022 	1 hour
Corrigin Recreation and Events Centre Advisory Committee	Councillor	Twice annually <ul style="list-style-type: none"> • 23 February 2022 • 26 October 2022 	1 hour
Tourism and Economic Development Advisory Committee	Councillor	Quarterly <ul style="list-style-type: none"> • 24 February 2022 • 26 May 2022 • 25 August 2022 • 24 November 2022 	1 hour

COMMENT

The tenure of members of Council Advisory Committees expires on Local Government Election Day in 2023.

The advisory group focussing on tourism and economic development was established in 2019 to advise and support Council in achieving the outcomes identified in the Corporate Business Plan and Tourism and Economic Development Strategy. The following community members completed an expression of interest form and joined the committee.

Tayla Smith

John Reynolds

Carly Kenny

Ruth Owen

Robin Campbell

The Corrigin Community Resource Centre staff hours were increased in 2020 to provide a greater level of service in the tourism area. The Shire of Corrigin is an active member of Roe Tourism Committee and provides administrative support to the group.

The group has not met since 20 August 2020.

The Corrigin Recreation and Events Centre Committee has not met since 28 October 2020 due to a lack of numbers attending. The CEO and Councillors are available to attend meeting of sporting clubs using the CREC as required and/or meetings can be convened as required.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*** Absolute majority required.**

s.5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

4.1 Code of Conduct – for Council Members, Committee Members and Candidates

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with administering advisory committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council appoint the following elected members to Shire of Corrigin Advisory Committees in accordance with the Instrument of Appointment and Delegation s 5.10 and 5.11A Local Government Act 1995:

Advisory Committees	Members	Meetings	Approximate Duration
<i>Local Emergency Management Committee</i>	<i>President Deputy President The Officer in Charge of the Corrigin Police. District or delegate(s). The Officer in Charge of the Fire and Rescue Service in Corrigin or their delegates. Chief Bush Fire Control Officer. SES Area Manager or delegate. Officer in Charge of the St John Ambulance Corrigin or delegate. Representative from the Corrigin Hospital. Department for Communities Officer Representatives from other agencies as required.</i>	<i>Quarterly Quarterly • 7 February 2022 • 9 May 2022 • 8 August 2022 • 7 November 2022</i>	<i>1 - 2 hours</i>
<i>Bush Fire Advisory Committee</i>	<i>President Cr _____ Chief Bush Fire Control Officer (CBFCO). Deputy Chief Bush Fire Control Officer (DBFCO). Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.</i>	<i>Twice annually • 24 March 2022 • 6 October 2022</i>	<i>1 - 2 hours</i>
<i>Corrigin Recreation and Events Centre Advisory Committee</i>	<i>Cr _____ Representatives from: Corrigin/Babakin Cricket Club; Corrigin Football Club; Corrigin Hockey Club; Corrigin Netball Club; and Corrigin Squash Club.</i>	<i>Twice annually • 23 February 2022 • 26 October 2022</i>	<i>1 hour</i>
<i>Tourism and Economic Development Advisory Committee</i>	<i>Cr _____ Cr _____ Community members by appointment</i>	<i>Quarterly • 24 February 2022 • 26 May 2022 • 25 August 2022 • 24 November 2022</i>	<i>1 hour</i>



CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (Committee).

2.0 ROLE OF THE COMMITTEE

To assist the Local Emergency Coordinators (Officers in Charge of the Corrigin Police District) to develop and maintain effective emergency management arrangements for the Shire of Corrigin.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the Committee for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear 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.

Membership of the Committee shall be:

- President of the Shire of Corrigin
- Deputy Shire President
- Officer in Charge of the Corrigin Police District or delegate(s)
- Officer in Charge of the Fire and Rescue Service in Corrigin or delegate
- Chief Bush Fire Control Officer
- SES Area Manager or delegate
- Officer in Charge of the St John Ambulance Corrigin or delegate
- Representative from the Corrigin Hospital
- Department for ~~Child Protection and Family Support Communities~~
- Representatives from other agencies as required

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

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.

The minutes of the advisory committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

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 not the Shire President, as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in February, May, August and December each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council

having due regard to the general convenience of the Committee members.

Each meeting of the Local Emergency Management Committee (LEMC) should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



CORRIGIN BUSH FIRE ADVISORY COMMITTEE
TERMS OF REFERENCE
Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Bush Fire Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined 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.

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be the:

- President of the Shire of Corrigin.
- Chief Bush Fire Control Officer (CBFCO).
- Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A representative from Department of Fire and Emergency Services (DFES) Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER

The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCA and the Deputy Chief Bush Fire Control Officer.

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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 (LGA) places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in April or May and October or November each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member
- By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- By the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



CORRIGIN RECREATION AND EVENTS CENTRE ADVISORY COMMITTEE

TERMS OF REFERENCE

Instrument of Appointment and Delegation

1.0 NAME

The Committee shall be known as the Corrigin Recreation and Events Centre Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

- To advise Council on the effective, efficient, economic and equitable means of operating the Corrigin Recreation and Events Centre.
- To provide a forum for the dissemination and consideration of information regarding sport and recreation issues with particular reference to operating the Corrigin Recreation and Events Centre.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- To make recommendations to assist Council in its decision making regarding the Corrigin Recreation and Events Centre.
- To assess proposals and make recommendations to Council in relation to the development, operation and utilisation of the Corrigin Recreation and Events Centre.

4.0 MEMBERSHIP

The Council appoints to the Advisory Committee those categories of membership outlined 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. Membership of the Committee shall be:

- One Councillor.

The following representatives of sport and recreation clubs operating within and comprising members based in the Shire of Corrigin:

- Corrigin/Babakin Cricket Club
- Corrigin Football Club;
- Corrigin Hockey Club;
- Corrigin Netball Club; and
- Corrigin Squash Club.

Representatives of sport and recreation clubs are required to have a letter of authorisation from their club, appointing the person as a representative to the committee.

Authorised representatives of sport and recreation clubs who are not appointed to the Committee may attend meetings and participate as a “proxy” at the discretion of the Presiding Member. Club representatives that are acting as a proxy have full voting rights at the meeting. Council staff members will provide advice and administrative support to the Committee.

5.0 PRESIDING MEMBER

The members of the Committee shall elect a Presiding Member to chair committee meetings and also, a Deputy Presiding Member to chair in the absence of the Presiding Member.

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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. 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 not the Shire President as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the Local Government Act 1995. Meetings are to be held every twice per year on a date to be determined by the Presiding Member in consultation with the Advisory Committee Members.

Notice of meetings, quorum requirements of the members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.



**CORRIGIN TOURISM AND ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE
TERMS OF REFERENCE
Instrument of Appointment and Delegation**

1.0 NAME

The Committee shall be known as the Corrigin Tourism and Economic Development Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE

To assist the Shire of Corrigin to work towards a future that offers a diverse range of jobs and career opportunities, high standards of services and vibrant community life.

Provide direction for the Shire of Corrigin to become a vibrant regional service hub that attracts and retains skilled and professional workers, residents and visitors to work, live in and visit Corrigin.

Attract investment, create jobs and encourage higher local visitation and spending by building upon its unique strengths.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE

- Provide advice and guidance to the Shire and other partners in positioning local businesses and industry to capitalise on global and emerging industry trends that facilitate new markets and investment.
- Assist in the formation of strategic partnerships and communication to facilitate new and developing industry initiatives across sectors to ensure ongoing and sustained economic growth.
- To provide an avenue of communication/consultation between Council and the community.
- To promote the existing attractive tourism and economic development opportunities in Corrigin and the region.
- Assist the Shire of Corrigin to Identify and develop new tourism opportunities based on arts and culture, heritage, nature and physical activity.
- Assist the Shire of Corrigin to monitor, review and implement actions identified in plans including: Strategic Community Plan, Economic and Tourism Development Strategy, and, Aged Friendly Community Plan.
- To assess proposals and make recommendations to Council in relation to tourism and economic development activities, events, programs and initiatives.

4.0 MEMBERSHIP

The Council appoints to the Advisory Committee those categories of membership outlined 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. Membership of the Committee shall be:

Membership of the Advisory Group shall consist of representation from the Local Government and various industries as listed below:

- Councillor x2
- Retail/ Business Representative
- Agriculture Representative
- Tourism Industry Representative
- Community Representative x5

The Chief Executive officer and other shire staff members will provide advice and administrative support to the committee.

5.0 PRESIDING MEMBER

The members of the Committee shall elect a Presiding Member to chair committee meetings and also, a Deputy Presiding Member to chair in the absence of the Presiding Member.

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.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. 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 not the Shire President as well as individual members of the Committee are 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 Shire President.

6.0 CONDUCT OF MEETINGS

The Committee is established by the Council of the Shire of Corrigin under the powers given in section 5.8 of the Local Government Act 1995. Meetings are to be held every **quarter** on a date to be determined by the Presiding Member in consultation with the Advisory Committee Members.

Notice of meetings, quorum requirements of the members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

Committee members are to declare any interests and are to maintain a standard of professionalism and confidentiality applicable to any material or documentation of a sensitive nature either marked or declared confidential by the Chairperson of the Working Group

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of Committee meetings are to be presented to Council by Shire officers for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

8.2.3 APPOINTMENT OF COUNCILLORS TO EXTERNAL ORGANISATIONS OR COMMITTEES

Applicant:	Shire of Corrigin
Date:	15/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0021
Attachment Ref:	Attachment 8.2.3.1 - Roe Regional Health Scheme MOU 2018 Final signed Attachment 8.2.3.2 - RoeROC MOU signed 2018

SUMMARY

Council is requested to appoint members to the respective external organisations and committees.

BACKGROUND

Following the 2019 Local Government elections in October 2019 Council appointed members to the following external organisations and committees:

- *WALGA Central Country Zone*
- *Roe Regional Organisation of Councils including Roe Health (2 positions)*
- *Wheatbelt South Regional Road Group (2 positions)*
- *Roe Tourism Association (1 position)*
- *Edna Stevenson Trust (1 position)*
- *Wheatbelt South Aged Housing Alliance (1 position)*
- *Central Agcare Financial and Family Counselling (1 Position)*
- *Corrigin Senior Citizen's Committee*

Some external organisations do not have terms of reference.

Attachment 8.2.3.1

Attachment 8.2.3.2

COMMENT

The CEO and staff are able to represent the Shire of Corrigin on external committees and councillors may still attend external committee meetings on request. Representatives from community clubs, groups and external committees are to be extended an open invitation to attend Council meetings at any time to address the Council or meet with the CEO as required.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Budgeted expenditure for cost associated with providing representatives to external organisations and committees.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council appoint Councillors to the following external organisations and committees.

ORGANISATION	REQUIRED	MEETINGS	APPROXIMATE DURATION
WALGA Central Country Zone	President 1 Councillor	Quarterly TBA	1-2 hours (depending on location of meeting)
Roe Regional Organisation of Councils including Roe Health	President Deputy President	As required	1-2 hours (depending on location of meeting)
Wheatbelt South Regional Road Group inc Wheatbelt Secondary Freight Network	1 Councillor Proxy	As required	1-2 hours (depending on location of meeting usually Wickepin)
Wheatbelt South Aged Housing Alliance	1 Councillor	As required	1-2 hours (depending on location of meeting usually Wickepin) May not be required as project has been completed
Edna Stevenson Trust	President	Quarterly <ul style="list-style-type: none"> • 7 February 2022 • 9 May 2022 • 8 August 2022 • 7 November 2022 	
Roe Tourism Association	1 Councillor	Quarterly <ul style="list-style-type: none"> • 21 February 2022 • 16 May 2022 • 15 August 2022 • 21 August 2022 • 20 February 2023 	1-2 hours (depending on location of meeting)

Central Agcare Financial and Family Counselling	1 Councillor	Bi-monthly TBA	1-2 hours (depending on location of meeting)
Corrigin Senior Citizen's	1 Councillor	Monthly TBA	1-2 hours

- That the CEO write to external committees inviting clubs and groups to attend Council meetings at any time to make a presentation or request that a Councillor or staff member attend meetings as required.*

8.2.4 RETURNING OFFICER REPORT ELECTION 2021

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0048
Attachment Ref:	NIL

SUMMARY

Council is asked to consider the Returning Officer report from the 2021 elections after receiving four nominations for four vacant positions to be filled.

BACKGROUND

Nominations for the 2021 election seeking four candidates for four year terms closed at 4pm on Thursday 9 September 2021. At the close of nominations on 9 September 2021 four (4) nominations were received for four (4) vacancies from the following candidates:

Desmond Hickey
Claire Steele
Matthew Dickinson
Brydon Fare

As the number of candidates equalled the number of vacancies to be filled, the candidates were declared elected unopposed for a term ending 2025. There was therefore no requirement to hold an election on 16 October 2021.

A Councillor Induction Manual was sent to all elected members and an induction session was held on Monday 18 October for new councillors.

Information contained within the Induction Manual contained fact sheets from the Department of Local Government, Sport and Cultural Industries to explain the various aspects of being a council member including:

- [An introduction to local government](#)
- [The role of a council member](#)
- [Council members' responsibilities and rights](#)
- [What happens when you become a council member](#)

COMMENT

The candidates who were declared elected unopposed were sworn in at a ceremony on Tuesday 19 October 2021 prior to the Council meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Policy 4.1 Code of Conduct for Council Members, Committee Members and Candidates

FINANCIAL IMPLICATIONS

Cost of administering the 2021 election including advertising and staff time was included in the 2020/21 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council note the Returning Officer Report for the 2021 Local Government Elections.

8.2.5 MEMBER NOMINATION – WHEATBELT JOINT DEVELOPMENT ASSESSMENT PANEL

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	DBC.0002
Attachment Ref:	Attachment 8.2.5 - Development assessment Panels – Frequently Asked Questions

SUMMARY

Council is requested to confirm the appointment of two (2) members and two (2) alternate/proxy members for the Wheatbelt Development Assessment Panel (DAP) for a term expiring on 26 January 2024.

BACKGROUND

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government representatives. The purpose of the DAP is to determine applications for large scale developments.

Development Assessment Panels (DAPs) have operated in Western Australia since 2011 and are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each panel consists of five members, comprising three specialist members and two local government councillors. Members are appointed by the Minister for Planning and a pool of additional members are available to substitute if required. In April 2020, Presiding Members, Deputy Presiding Members and Specialist Members were permanently appointed for each of the five panels, for a term of two years.

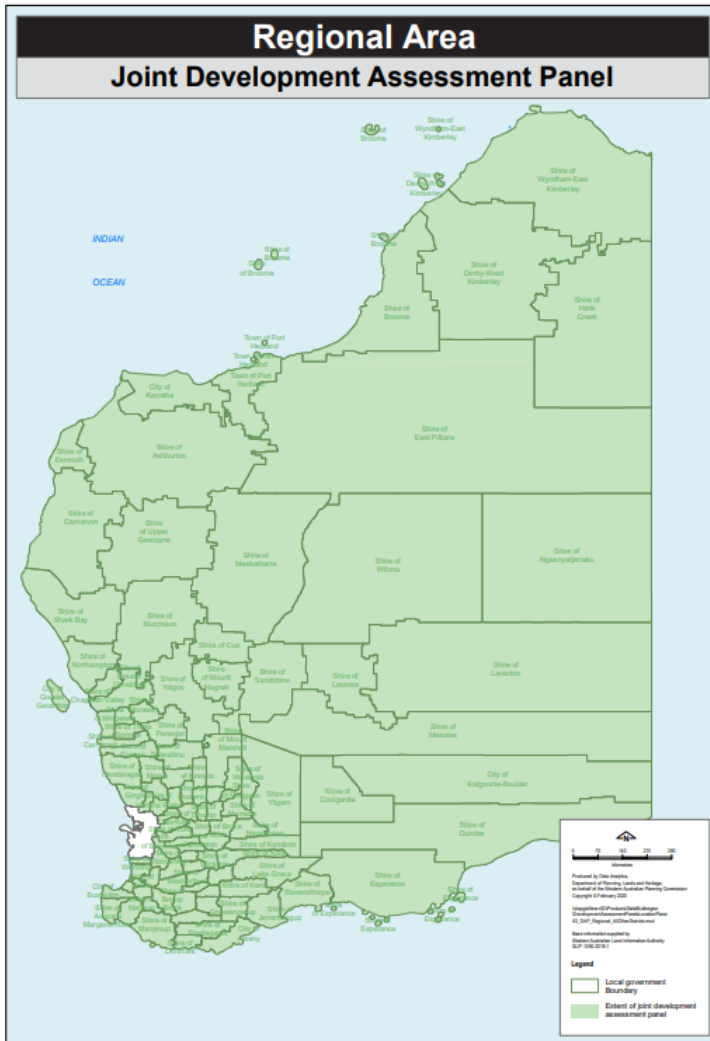
The role of panels are to determine development applications of a certain type and value threshold through consistent, accountable, and professional decision-making.

Operating under Development Assessment Panel Regulations, each panel determines development applications as if it were the responsible planning authority, against the relevant local or region planning scheme.

Development applications outside the City of Perth with an estimated development cost of \$10 million or more must be determined by the Regional DAP as per the requirements of the *Planning and Development (Development Assessment Panels) Regulations 2011*. These are referred to as mandatory DAP applications.

Development applications outside the City of Perth with an estimated development cost of \$2 million or more and less than \$10 million can be determined by the relevant local government or the Regional DAP. These are referred to as optional DAP applications.

The Shire of Corrigin is a member of the Regional Joint Development Assessment Panel as shown on the map below.



In accordance with the *Planning and Development Act 2005* and the *Planning and Development (Development Assessment Panels) Regulations, 2011*, the following Councillors were nominated by Council in December 2019 and were appointed as Wheatbelt DAP members by the Minister for Planning for a term expiring on 26 January 2022:

Members

1. **Cr D Hickey**
2. **Cr J Mason**

Alternate Members

1. **Cr M Dickinson**
2. **Cr M Weguelin**

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* the Shire of Corrigin is required to nominate four council members to sit as DAP members as soon as possible following the elections on 16 October 2021.

Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

Members of the DAP will be expected to prepare for, attend and participate in every DAP meeting held in relation to Shire of Corrigin DAP applications and abide by the panel protocols and specified rules of conduct.

COMMENT

Council is required to nominate four (4) Elected Members for consideration of appointment by the Minister for Planning to the Regional Area Joint DAP.

The nominated members are required to attend training and professional development on the administration of the DAP.

STATUTORY ENVIRONMENT

Part 11A of the Planning and Development Act, 2005

Planning and Development (Development Assessment Panels) Regulations, 2011.

POLICY IMPLICATIONS

8.7 Training and Professional Development – Elected Members

FINANCIAL IMPLICATIONS

Local DAP members are entitled to be paid for their attendance at DAP training and at DAP meetings.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.4	Advocate for improved communications infrastructure within the district by lobbying stakeholders to meet the needs of the district, both residential and commercial, now and into the future

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

- Endorse the following Councillors as local members on the Regional Area Joint Development Assessment Panel (DAP), for the term expiring on 26 January 2024:*

Cr _____ and

Cr _____.

- Endorse the following Councillors as alternate (deputy) members on the Regional Area Joint Development Assessment Panel (DAP) in the event that a local member is unavailable for a meeting, for the term expiring on 26 January 2024:*

Cr _____; and

Cr _____.

8.2.6 REGISTER OF POLICIES REVIEW

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.6– Register of Policies – Review 2021

SUMMARY

This report relates to the review of Council's existing register of policies that was last reviewed and adopted by Council in October 2020.

BACKGROUND

The register of policies is to be reviewed annually and is to be taken to Council for consideration and adoption.

COMMENT

The objectives of the register of policies are:

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

Attachment 8.2.6 shows track changes throughout the document to draw attention to any minor amendments that have been made to policies. The policies that have been highlighted in yellow have either had significant changes or are new policies.

STATUTORY ENVIRONMENT

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

Local Government Act 1995 – Section 2.7 Role of council

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

POLICY IMPLICATIONS

Review of Council's register of policies. Some minor and some significant changes will be made to the document.

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995 adopt the amendments to policies as provided in Attachment 8.2.6 – Register of Policies – Review 2021 to become the new Shire of Corrigin Register of Policies.

8.2.7 NATIVE TITLE SETTLEMENT CONSULTATION

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0060
Attachment Ref:	NIL

SUMMARY

Council is requested to provide comment to the Department of Planning, Lands and Heritage regarding the land parcel within the Shire of Corrigin for potential transfer to the Noongar Boodja Trust as part of the South West Native Title Settlement.

BACKGROUND

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups.

The six Indigenous Land Use Agreements (ILUAs) were registered and the Settlement commenced on 25 February 2021. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate which will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of future generations.

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

The Shire of Corrigin is invited to provide comments on the land parcel below in relation to the following:

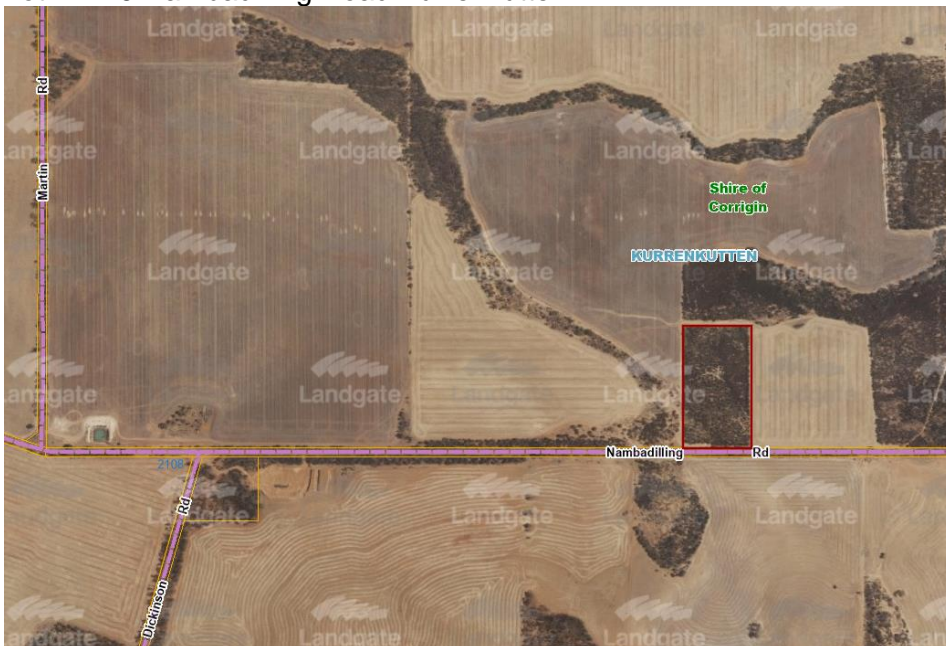
- Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
- Does the Shire have any interest in the land?
- Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
- Is the land parcel subject to any mandatory connection to services?
- Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?

- Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
- Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
- Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
- Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Lot 9417 Bilbarin Quairading Road Adamsvale



Lot 21219 Nambadilling Road Kurrenkutten



COMMENT

The two properties identified in the Shire of Corrigin are subject to a Management Order to Water and Rivers for the purpose of water with the power to lease.

The following key points are made in response to the land identified for potential transfer to the Noongar Booja Trust as part of the South West Native Title Settlement:

1. The reserve land is classified Rural zone;
2. There are no proposals to amend the current Rural zoning applicable to the land under the Shire’s current Local Planning Scheme No.2 in the short to medium-term futures;
3. Reserve DP85522 Lot 21219 is not designated by the Fire and Emergency Services Commissioner of WA as being in a bushfire prone area.
4. Reserve DP92443 Lot 9417 is not designated by the Fire and Emergency Services Commissioner of WA as being in a bushfire prone area.

More information on the Settlement is available from the Department of the Premier and Cabinet website: <https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/south-west-native-title-settlement>

STATUTORY ENVIRONMENT

Land Administration (South West Native Title Settlement) Act 2016

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and 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
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council authorises the Chief Executive Officer to prepare a submission to the Department of Planning Lands and Heritage, relating to Lot 9417 and Lot 21219 in the Shire of Corrigin.

8.2.8 VARIATION OF CONTRACT TO SUPPLY AND LAY BITUMEN

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0241
Attachment Ref:	NIL

SUMMARY

Council is requested to authorise a variation to the contract to supply and lay bitumen for the period 2020-2023 to include additional quantities for the Rabbit Proof Fence Road as authorised in the 2021-2022 budget.

BACKGROUND

The budgeted value for the supply and application of bitumen to be completed by external contractors for the period 2020-2023 exceeded the \$250,000 expenditure threshold and therefore it was necessary to call for tenders. The Shire of Corrigin Purchasing Policy provides an exemption to publicly invite tenders where the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program.

The WALGA Vendor Panel platform was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers of bitumen services for the 2020- 2021 to 2022- 2023 financial years.

The Request for Quote (RFQ) was sent to 32 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel and responses were received in the form of a Schedule of Rates from the following companies:

- Bitutek
- Boral
- Downer
- Fulton Hogan and
- Kee Surfacing.

The evaluation report included calculations for the indicative road program over the three year period using the schedule of rates.

At the Ordinary Council meeting on 20 October 2020 Council passed the following resolution.

Council Resolution (177/2020)

That Council:

1. Accepts the price submitted by Bitutek Pty Ltd for the Supply and Lay of Bitumen Products including Aggregate 2020/21 to 2022/23 at a total cost of \$1,522,950, excluding GST, based on the indicative Shire of Corrigin works program and subject to final seal design and spray rates.

2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

After the contract was awarded to Bitutek last year the Shire of Corrigin was awarded additional funding to reconstruct and seal the Rabbit Proof Fence Road as part of the Wheatbelt Secondary Freight Project.

COMMENT

The budget for the additional bitumen requirements for the Rabbit Proof Fence was approved as part of the adoption of the 2021-2022 budget in July 2021.

The CEO has delegated authority to vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%.

As the value of the additional bitumen requirements due to the inclusion of the Rabbit Proof Fence Road is greater than 10% of the contract value Council is asked to approve the variation to the existing contract with Bitutek Pty Ltd.

The recommendation also seeks Council authority for the CEO to negotiate future variations to the contract to accommodate any additional funding that may be awarded over the life of the contract.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

2.7 Purchasing Policy

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 4.5 of this policy is not deemed to be suitable.

4.5 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:
the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

4.11 Contract Renewals, Extensions and Variations

A decision to approve a contract variation must be made by Council resolution, unless within the Functions and General Regulations 20 and / or 21A delegated authority of the CEO.

FINANCIAL IMPLICATIONS

The value of the 2021-2022 bitumen sealing program is expected to be \$570,000 subject to rise and fall provisions for pricing.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council

1. *endorse the variation to the contract with Bitutek Pty Ltd to supply and lay bitumen for the period 2020-2023 to include the additional expenditure for the Rabbit Proof Fence Road as authorised in the 2021-2022 adopted budget.*
2. *authorise the CEO to negotiate future variations to the contract during the life of the contract over and above the limitations set out in the Shire of Corrigin Purchasing Policy and Delegated Authority where there is an adopted budget for the goods and services, and the variation request does not change the scope of contracted requirements.*

8.2.9 DEVELOPMENT APPLICATION – PROPOSED MODIFICATIONS AND ADDITIONS TO AN EXISTING COMMERCIAL BUILDING ON LOT 328 (NO.4) CAMPBELL STREET, CORRIGIN

Applicant:	Office of Regional Architecture Pty Ltd
Landowners:	GW & ML Hooper
Location:	Lot 328 (No.4) Campbell Street, Corrigin
Date:	12/10/2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Number:	PA 08-2021
Attachment Reference:	Attachment 8.2.9 – Development Application – Corrigin Pharmacy

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Office of Regional Architecture Pty Ltd on behalf of GW & ML Hooper for a number of minor modifications and additions to an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin.

BACKGROUND

The applicant is seeking Council's development approval to construct a new 12.54m² addition at the rear of an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin to create a new universal access toilet and associated airlock for general access and storage purposes. An existing 8.86m² storeroom and 11.97m² kitchenette and lunch room will also be reconfigured and upgraded as part of the proposed works, all of which are being undertaken to provide contemporary amenities for people employed on the property.

Council should note the proposed development will also require removal of an existing shared toilet block at the rear of Lot 328 that has been constructed over the boundary of Lot 510 (No.2) Campbell Street, being Crown Reserve 46364 located immediately east which is vested in the Shire of Corrigin for community purposes. Whilst these proposed demolition works are exempt from the need for Council's development approval, it should be noted they have been the subject of ongoing discussion with the Shire given its current interests in Reserve 46364.

Full details of the application are provided in Attachment 8.2.9.

Lot 328 is located centrally in the Corrigin townsite in the town's designated commercial precinct and comprises a total area of approximately 405m². The land is square in shape with a 20.12 metre frontage to Campbell Street and has been extensively developed and used for commercial purposes.

Lot 328 has direct frontage and access to Campbell Street along its front boundary and a public-right-of-way along its western boundary, both of which are sealed and drained local roads under the care, control and management of the Shire of Corrigin.

The existing single storey commercial building on the land was constructed around 2000 and has been used for commercial purposes ever since. The building is currently being used for the purposes of a pharmacy which is defined as a 'shop' in the Shire of Corrigin Local Planning Scheme No.2 and listed as a permitted use on any land classified 'Commercial' zone.

The existing building on Lot 328 has not been:

- a) identified as having any cultural heritage significance;

- b) listed as being of State heritage significance; and
- c) included in the Shire’s new Heritage List.

As such, there are no statutory controls in place to provide for the protection of its cultural heritage significance under the Shire of Corrigin’s Local Planning Scheme No.2 or the *Heritage Act 2018*. The property and commercial building thereon do however form part of the Corrigin Main Street Retail Precinct and are subject to the provisions of Development Guidelines that were adopted by Council in March 2020.



Location & Lot Configuration Plan (Source: Landgate)

COMMENT

Lot 328 is classified ‘Commercial’ zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Council’s stated objectives for the development and/or use of any land classified ‘Commercial’ zone are as follows:

- i) To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;
- ii) To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;
- iii) To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and
- iv) To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.

Assessment of the development application for Lot 328 in the context of the various standards and requirements prescribed in LPS2 as well as all relevant matters prescribed in the Deemed

Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Development Guidelines for the Corrigin Main Street Retail Precinct has confirmed it is generally compliant. The proposed improvements, which are all located at the rear of the existing commercial building on the land, have been designed to integrate with and complement the existing building, ensure compliance with all relevant health and building requirements and provide much needed, improved amenities for the benefit of staff. As such, it is contended the proposed development is consistent with the land's current zoning objectives and will have no impact on the local streetscape.

Notwithstanding the above conclusion, Council should note the proposed development does not comply with the rear setback requirements of LPS2 as they apply specifically to the use class 'shop'. Under the terms of LPS2 the minimum required rear setback for any 'shop' type development on land classified 'Commercial' zone is 7.5 metres. Under the terms of the application received the proposed setback of the new universal access toilet and associated airlock will be 1.2 metres which is consistent with the approved setback of the existing commercial building on the land.

It is concluded, following detailed assessment of the application by the reporting officer, that the proposed rear boundary setback variation outlined above may be supported and approved by Council for the following reasons:

- i) The proposed addition will not have any adverse impact on the amenity of the local streetscape or the adjoining property immediately south in terms of its location, bulk, scale and external appearance;
- ii) The proposed addition will not compromise the ability to provide adequate direct sun and ventilation to the existing building on the subject land or the adjoining property immediately south;
- iii) The proposed addition will not give rise to any overlooking and resultant loss of privacy on the adjoining property immediately south;
- iv) The proposed addition will have a setback to the rear boundary that is consistent with the setback of the existing building on the land previously approved by Council;
- v) All storm water will be directed to the Campbell Street road reserve area using existing infrastructure on the land for discharge into the local drainage system;
- vi) The reduced rear setback will not compromise the ability to obtain access to an existing sewer line at the rear of the property for general maintenance and repair purposes; and
- vii) The potential fire risk is considered low given the construction materials proposed to be used (i.e. steel framing and cladding), the need to demonstrate compliance with the fire safety requirements of the Building Code of Australia during the building permit application stage of the approval process and the proposed addition's adequate separation distance to all existing buildings on the adjoining properties immediately east and south.

In light of the above findings and conclusions, it is recommended Council exercise its discretion and approve the application subject to a range of conditions and advice notes to ensure the development proceeds in a proper and orderly manner.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

Land Administration Act 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item aside from the administrative costs associated with processing the application which are provided for in Council’s annual budget and will be partially offset by the development application paid by the applicant/landowners. All costs associated with the proposed development will be met by the current owners of the subject land.

It is significant to note that should the applicant/landowners be aggrieved by Council’s final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

COMMUNITY AND STRATEGIC IMPLICATIONS

The proposal for Lot 328 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2021-2031:

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.5	Support local business development initiatives where possible

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

*That Council **APPROVE** the development application received from Office of Regional Architecture Pty Ltd on behalf of GW & ML Hooper for a number of minor modifications and additions to an existing commercial building on Lot 328 (No.4) Campbell Street, Corrigin subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken in a manner consistent with all the information and plans submitted in support of the application dated 9 September 2021 subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
- 3. All stormwater collected from the roof of the proposed addition shall be managed and disposed of to the specifications and satisfaction of the Shire’s Chief Executive Officer. No stormwater is permitted to be discharged from the development to the adjoining property immediately east and south.*
- 4. The proposed development shall be connected to the existing reticulated sewerage disposal infrastructure servicing the land prior to its occupation and use.*

5. *All waste generated during the demolition and construction process shall either be recycled or disposed of at an approved landfill facility. The stockpiling of any waste generated by the proposed works is not permitted on the land for any extended period of time (i.e. greater than 7 days) unless otherwise approved by the Shire's Chief Executive Officer.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, earthworks or construction on the land. For further advice and guidance in this regard please contact Mr Peter Hulme on 9257 9941 or peter.hulme@kalamunda.wa.gov.au.*
4. *The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*
5. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
6. *If the applicant/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

8.2.10 DUAL FIRE CONTROL OFFICERS 2021/22

Applicant:	Shire of Pingelly
Date:	13/10/2021
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.10– Appointment letters of Dual Fire Control Officers 2021/22

SUMMARY

The Shire's of Wickepin and Kulin have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2021/2022 bush fire season.

BACKGROUND

The Shire of Corrigin have received correspondence from the Shire's of Wickepin and Kulin requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 bush fire season:

Shire of Wickepin:

- Mr David Stacey
- Mr Jim Hamilton

Shire of Kulin

- Mr Donald Bradford
- Mr David Lewis

COMMENT

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

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.5	Support emergency services planning, risk mitigation, response and recovery	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response
		1.5.2	Scenario planning and training

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:

Shire of Wickepin:

- *Mr David Stacey*
- *Mr Jim Hamilton*

Shire of Kulin

- *Mr Donald Bradford*
- *Mr David Lewis*

9 CHIEF EXECUTIVE OFFICER REPORT

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 16 November 2021 at 3.00pm.

16 MEETING CLOSURE