

SHIRE OF



# AGENDA

## ORDINARY COUNCIL MEETING

TUESDAY 18 JUNE 2019

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



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

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## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on  
Tuesday 18 June 2019 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

10.00am	<i>Pool Tour</i>
10.30am	<i>Budget Workshop</i>
12.30pm	<i>Lunch</i>
1.00 pm	<i>Discussion Forum</i>
2.30pm	<i>Afternoon Tea</i>
3.00 pm	<i>Council Meeting</i>
5.00 pm	<i>Budget Workshop continued</i>
6.00 pm	<i>Refreshments</i>

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

Natalie Manton – Chief Executive Officer

*Disclaimer:*

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

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**1 DECLARATION OF OPENING**

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

NIL

**LEAVE OF ABSENCE**

NIL

**3 PUBLIC QUESTION TIME**

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

Questions and statements are to be –

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

b) Clear and concise

**4 MEMORIALS**

The Shire has been advised that Christopher Julian Bowden has passed away since the last meeting.

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

**6 DECLARATIONS OF INTEREST**

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

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

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 May 2019 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 May 2019 (Attachment 7.1.1) be confirmed as a true and correct record.*

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

#### **7.2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE**

Minutes of the Local Emergency Management Committee meeting held on Monday 27 May 2019 (Attachment 7.2.1).

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

*That the Minutes of the Local Emergency Management Committee meeting held on Monday 27 May 2019 (Attachment 7.2.1) be received.*

#### **7.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE**

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 11 June 2019 (Attachment 7.2.2).

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

*That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 11 June 2019 (Attachment 7.2.2) be received.*

#### **7.2.3 CENTRAL COUNTRY ZONE**

Minutes of the Central Country Zone meeting held on Friday 24 May 2019 (Attachment 7.2.3).

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

*That the minutes of the Central Country Zone meeting held on Friday 24 May 2019 (Attachment 7.2.3) be received.*

#### **7.2.4 REGIONAL ROAD GROUP**

Minutes of the Regional Road Group meeting held on Friday 1 March 2019 (Attachment 7.2.4).

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

*That the minutes of the Regional Road Group meeting held on Friday 1 March 2019 (Attachment 7.2.4) be received.*

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	4/06/2019
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – MAY 2019:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 18	SALES	MTHLY	FROM JULY 18
Internet Use / Computer Use	18	205	Movie Club Fees	12	100
Photocopying / Printing / Faxing	39	394	Phonebook Sales	3	176
Laminating / Binding / Folding	6	67	Moments In Time Books	0	4
Sec. Services / Scans / CD Burning	7	71	Book Sales	0	3
Room Hire	7	60	Wrapping Paper / Postcard Sales	0	14
Equipment Hire	1	13	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	0	48	Phone calls	0	1
Resource Centre Membership Fees	0	19	Sale of Assets	0	0
Exam Supervision	0	1			
Total:	78		Total:	15	
Monthly People through:	93				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 18	SERVICE	MTHLY	FROM JULY 18
Phonebook Enquiries	94	224	Corrigin Toy Library	8	79
Tourism	40	426	Broadband for Seniors / Webinars	24	98
Government Access Point	2	12	General Enquires (Face/Email/Website)	107	1429
Community Information	26	506	Corrigin Public Library	92	595
Conf. / Vid Conf. / Training /	54	978	Corrigin Library eResources	75	295
University Exams	2	4			
Total:	218		Total:	306	
Monthly People through:	524				

**TOTAL FOR THE MONTH OF MAY: 617**

**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – MAY 2019**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Shire Performance Reviews	3	Professional Office	N/A
SMYL – Community Services	4	Professional Office	Commercial Booking
Holyoake – Counselling	3	Professional Office	Commercial Booking
AEC – Training Workshop	6	Conference Room	Commercial Booking
Movie Club – May	14	Conference Room	N/A
Holyoake – Counselling	3	Professional Office	Commercial Booking
Shire Staff/Council Photographs	18	Conference Room	N/A
CRC Trainee Interviews	3	Professional Office	N/A

**CORRIGIN CRC Annual Summary Report**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617		

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

## COMMUNITY AND STRATEGIC OBJECTIVES

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

### Objective: Social

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

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

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

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

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



## 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/06/2019
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – May 2019

### SUMMARY

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

### BACKGROUND

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

### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of May 2019 are provided as Attachment 8.1.2 – Accounts for Payment – May 2019.

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	13760 - 13834, 13839 - 13876	\$487,850.70	
	Cheque	020403 - 020410	\$35,151.80	
	Direct Debit	May 2019	\$27,975.53	
	Payroll	May 2019	\$110,768.23	<b>\$661,746.26</b>
Trust	EFT	13758 - 13759, 13835 - 13838	\$412.80	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$412.80</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	May 2019	\$28,243.85	<b>\$28,243.85</b>
Edna Stevenson	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of May 2019</b>				<b>\$690,402.91</b>

### **Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – May 2019, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & Licensing Trust	EFT	EFT13757	EFT13758
Municipal	Cheque	020402	020403
Trust	Cheque	003390	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 2.10 – Purchasing Policy

### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

### **COMMUNITY AND STRATEGIC OBJECTIVES**

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

#### **Objective: Leadership**

#### **Strong Governance and leadership**

#### **Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$690,402.91 have been made during the month of May 2019.*

### **8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARD**

Applicant:	Shire of Corrigin
Date:	6/06/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 March 2019 to 29 April 2019.

#### **BACKGROUND**

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

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### **COMMENT**

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin corporate credit cards.

A monthly review of credit card use is independently assessed by the Manager Finance, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Finance also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy  
Policy 2.18 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

#### **COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 March to 29 April 2019 for \$920.00.*

#### **8.1.4 MONTHLY FINANCIAL REPORT**

Applicant:	Shire of Corrigin
Date:	13/06/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – May 2019

#### **SUMMARY**

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

#### **BACKGROUND**

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

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

#### **COMMENT**

A variance report is included with the monthly financial report, provided as Attachment 8.1.4.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2018/2019 Annual Budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

**Objective: Leadership**

**Strong Governance and leadership**

### Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council accept the Statement of Financial Activity for the month ending 31 May 2019 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

### 8.1.5 STRATEGIC COMMUNITY PLAN INTERIM REVIEW

Applicant:	Shire of Corrigin
Date:	12/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0036
Attachment Ref:	Attachment 8.1.5 –Strategic Community Plan Interim Review

#### SUMMARY

Council is requested to endorse the desktop review of the Shire of Corrigin Strategic Community Plan for the period 2017-2027.

#### BACKGROUND

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* require a plan for the future encompassing a Strategic Community Plan and a Corporate Business Plan.

A comprehensive review of the Strategic Community Plan is to be undertaken once every four years. The Local Government Advisory Standard suggests that desktop review of the Strategic Community Plan be undertaken two years from adoption of the plan.

Following a period of community consultation in 2017 the Shire of Corrigin developed a new Strategic Community Plan 2017 – 2027. A Corporate Business Plan outlining the actions to achieve the desired strategic direction was created at the same time.

The Strategic Community Plan was reviewed by management in May and June 2019 and progress was noted on the actions, as well as work that is still to be done in the 2019/20 year and beyond.

#### COMMENT

The Strategic Community Plan 2017 – 2027 outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was adopted by Council in 2017 and was reviewed by management in 2018 and 2019 to ensure that the Shire's performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

The desktop review of the Strategic Community Plan was undertaken by management in consultation with Council and aimed to ensure that the community vision and objectives identified in the Strategic Plan continue to broadly align with the outcomes, strategies and actions.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*  
*s.5.53 and s.5.56*

*Local Government (Administration) Regulations 1996*

*Part 5 Annual reports and planning*

*Division 3 - Planning for the future:*

*19CA Information about modifications to certain plans to be included (Act s. 5.53(2)(i))*

*19C Planning for the future: strategic community plans –*

*19DA Planning for the future: corporate business plans –*

*19D Notice of plan to be given*

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

Achievement of actions will depend on available resources in 2019/20 and future years' budget.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

### **Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

*That Council endorse the desktop review of the Shire of Corrigin Corporate Business Plan as provided as Attachment 8.1.5 –Strategic Community Plan Interim Review.*



### 8.1.6 ADOPTION OF REVISED CORPORATE BUSINESS PLAN

Applicant:	Shire of Corrigin
Date:	23/04/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.1.6 – Revised Corporate Business Plan

#### SUMMARY

The *Local Government (Administration) Regulations 1996* require a plan for the future encompassing a Strategic Community Plan and a Corporate Business Plan. The Corporate Business Plan is to be reviewed annually. This item seeks Council's adoption of the reviewed Shire of Corrigin's Corporate Business Plan.

#### BACKGROUND

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

The Corporate Business Plan was reviewed by management in May 2019 and progress was noted on the actions and work that is still to be done in the 2019/20 year and beyond.

#### COMMENT

The 2017 – 2021 Strategic Community Plan outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was initially adopted by Council in 2017 and was reviewed by management in 2018 and 2019 to ensure that the Shire's performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

"S5.56. Planning for the future

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

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

Local Government (Administration) Regulations 1996

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

1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

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

a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- 4) A local government is to review the current corporate business plan for its district every year.
- 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan."

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Achievement of actions will depend on available resources in 2019/20 and future years' budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

### Objective: Leadership

#### Strong Governance and leadership

#### Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

### VOTING REQUIREMENT

Absolute Majority

### OFFICER'S RECOMMENDATION

*That Council adopt the revised Shire of Corrigin Corporate Business Plan as provided as Attachment 8.1.6.*

## **8.2 GOVERNANCE AND COMPLIANCE**

### **8.2.1 ADOPTION OF FEES AND CHARGES 2019/2020**

Applicant:	Shire of Corrigin
Date:	24/04/2019
Reporting Officer:	Catherine Ospina Godoy, Manager of Finance
Disclosure of Interest:	NIL
File Ref:	FM.0181
Attachment Ref:	Attachment 8.3.1 - Proposed Schedule of Fees and Charges 2019/20

#### **SUMMARY**

Council is asked to consider adopting the Schedule of Fees and Charges for the 2019/20 year in advance of the main 2019/20 budget adoption.

#### **BACKGROUND**

In preparation for the 2019/20 budget the proposed schedule of fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new fees and charges can be incorporated into the draft budget workings.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council such as statutory charges.

#### **COMMENT**

Council fees and charges are reviewed annually with reference to the costs of maintaining council properties and delivering services to residents of the Shire of Corrigin.

The 2019/20 Schedule of Fees and Charges has been formulated using the 2018/19 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies. Many of the fees and charges are heavily subsidised and do not reflect the cost of maintaining council properties or providing services.

In the annual budget agenda item, Council will still set additional fees and charges such as kerbside rubbish collections and rates for rural and townsite properties.

## **STATUTORY ENVIRONMENT**

### **6.16. Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

\* Absolute majority required.

### **6.19. Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

## **POLICY IMPLICATIONS**

2.13 Budget consideration/preparation

## **FINANCIAL IMPLICATIONS**

Revenue raised from fees and charges

## COMMUNITY AND STRATEGIC OBJECTIVES

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

### Objective: Leadership

#### Strong Governance and leadership

#### Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

#### Outcome 4.2 - An effective and efficient organisation

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
		4.2.2.2	Set appropriate Fees & Charges for applicable services that promote the use of services and limits the reliance of rate funding.

## VOTING REQUIREMENT

Absolute Majority

## OFFICER'S RECOMMENDATION

*That Council adopt the attached Schedule of Fees and Charges for the 2019/20 financial year effective as of 1 July 2019.*

## 8.2.2 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	7/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0001
Attachment Ref:	Attachment 8.3.2 – Delegation Register

### SUMMARY

Under s5.46 (2) of the *Local Government Act 1995* ('the Act') Council is required to, at least once every financial year review its delegations to the Chief Executive Officer (CEO) and employees.

### BACKGROUND

Under the *Local Government Act 1995*, Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees. Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 11 June 2018 and passed by resolution 89/2018.

### COMMENT

The Delegations Register has been updated and amended based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of the register.

### STATUTORY ENVIRONMENT

*S5.18 Local Government Act 1995 Register of delegations to committees*

*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO \**

*S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees*

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

NIL

## **COMMUNITY AND STRATEGIC OBJECTIVES**

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

### **Objective: Leadership**

#### **Strong Governance and leadership**

#### **Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

### **VOTING REQUIREMENT**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

*That Council endorse the Delegations Register as provided in Attachment 8.3.2.*



### 8.2.3 BUILDING PERMIT - MANTON

Applicant:	Shire of Corrigin
Date:	12/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	The CEO, Mrs Natalie Manton is the applicant of the building permit
File Ref:	A135
Attachment Ref:	Attachment 8.3.3 - GK & NA Manton Building Permit Application

#### SUMMARY

Council is requested to consider delegating authority to Mr Greg Tomlinson to grant a building permit to GK & NA Manton.

#### BACKGROUND

The CEO has made an application for a building permit for a transportable building on the farming property at 169 Barber Road Bullaring in the Shire of Corrigin. The proposed building comprises a laundry, bedroom, bathroom and storeroom. The building is to replace an existing outbuilding constructed in the 1920's.

A Bushfire Attack Level (BAL) Certificate determined in accordance with AS 3959-2009 has been issued by an Accredited Practitioner with Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report and is outlined in Attachment 8.3.3.

An application for planning approval was also submitted to the Shire of Corrigin planning consultant Mr Joe Douglas, Exurban, to determine if planning permission was required. Following a review of the planning application Mr Douglas concluded that a development application was not required in this particular instance and processing of the building permit application may now proceed given that:

- i) the existing building was constructed on the land prior to the introduction of town planning controls in the Shire and is therefore recognised as being lawful development and usage;
- ii) the existing building will be replaced with a new similar sized structure in the same general location on the land with significant setbacks to existing lot boundaries;
- iii) the new building will be used for the same purposes with no increase to the intensity of usage; and
- iv) the Bushfire Assessment Report confirms the bushfire rating is less than Bushfire Attack Level (BAL)-40 and BAL-Flame Zone.

Council has delegated authority to the CEO to grant building permits under the Building Act 2011 however in this instance it is not appropriate for the CEO to exercise that delegation due to a conflict of interest. The permitted delegations are outlined in section 127 of the Building Act 2011 as follows:

1. A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
2. A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
3. A delegation of a local government's powers or duties may be only to a local government employee.
4. The delegation must be in writing executed by or on behalf of the delegator.
5. Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.

- 6A. The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —
- (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

A demolition permit is not required under regulation 42 of the Building Regulations 2012 as:

- the floor area of the building does not exceed 40 m<sup>2</sup>; and
- the demolition work will not adversely affect the safety and health of the occupants or other users of the building or incidental structure or of the public; and
- the building or incidental structure is not the subject of an order, agreement or permit under the Heritage Act;

The Shire of Corrigin has a contractual arrangement with the Shire of Kalamunda to assess building applications and a Certificate of Design Compliance has been issued.

#### **COMMENT**

The building application has been approved by the Shire of Kalamunda and is ready for signing by the CEO or the Shire of Corrigin delegated officer.

A Certificate of Design Compliance has been issued and Bush Fire Assessment Level Report obtained.

The application does not require planning approval.

As the CEO has a conflict of interest in exercising the delegation to grant approval for the building permit, the Council will need to delegate the power under section 127 of the *Building Act 2011* to an employee of the Shire of Corrigin.

A delegation of a local government's powers or duties may be only to a local government employee and the delegation must be in writing executed by or on behalf of the delegator.

#### **STATUTORY ENVIRONMENT**

*Building Act 2011:*

*s.127(1) & (3) Delegation: special permit authorities and local government*

*Building Act 2011:*

*s.18 Further Information*

*s.20 Grant of building permit*

*s.22 Further grounds for not granting an application*

*s.27(1) and (3) Impose Conditions on Permit*

*Building Act 2011:*

*s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)*

*Building Regulations 2012:*

*r.23 Application to extend time during which permit has effect (s.32)*

*r.24 Extension of time during which permit has effect (s.32(3))*

*r.26 Approval of new responsible person (s.35(c))*

*Building Regulations 2012*

*Part 5 — Circumstances in which building, demolition or occupancy permits not required r.66.*

*1 The regulations may provide that a building permit is not required for building work of a kind specified by the regulations.*

*2 Without limiting subsection (1), the regulations may provide that a building permit is not required for building work —*

*(a) that is low in value; or*

*(b) that has a low level of risk in relation to the safety of users of the building or members of the public; or*

*(c) that does not require monitoring by a permit authority; or*

*(d) in a rural or remote area.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Building application fees of \$172.80

**COMMUNITY AND STRATEGIC OBJECTIVES**

NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council delegate the authority to grant a building permit under the Building Act 2011 to the Manager of Works, Mr Greg Tomlinson, subject to the condition that it be used for the purpose of issuing a building permit to GK and NA Manton for a transportable building on the property at 169 Barber Road Bullaring.*

## **8.2.4 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS**

Applicant:	Shire of Corrigin
Date:	12/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PER.0051
Attachment Ref:	NIL

### **SUMMARY**

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolution in relation to excess leave from the meeting held on Tuesday 11 June 2019.

### **BACKGROUND**

Excess annual leave was previously noted as an area of risk by auditors. Over the past year the Audit and Risk Management Committee have reviewed the excess annual and long service leave at the quarterly meetings.

Council resolved in 2017 that Shire management continue to provide Annual Leave and Long Service Leave progress reports to the Committee

There are currently eight employees with an annual leave balance of over eight weeks with two in the administration team and six in the works team.

### **COMMENT**

While leave balances were reduced in 2018 the number of employees with leave in excess of eight weeks has increased again and will need to be managed to reduce annual leave balances over the next few months.

### **STATUTORY ENVIRONMENT**

*Local Government (Long Service Leave) Regulations*  
*Shire of Corrigin Enterprise Agreement 2018*

### **POLICY IMPLICATIONS**

5.26 Leave Policy

### **FINANCIAL IMPLICATIONS**

Current liability for annual and long service leave has been reduced during 2018 and 2019 to \$293,026 and will be further reduced in the next 3 months with leave already booked to be taken.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

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

### **Objective: Leadership**

#### **Strong Governance and leadership**

#### **Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

## **VOTING REQUIREMENT**

Simple Majority

## **COMMITTEE AND OFFICER'S RECOMMENDATION**

*That Council endorse the Audit and Risk Management Committee recommendation to receive and note the Excess Annual and Long Service Leave Report.*

## 8.2.5 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS

Applicant:	Shire of Corrigin
Date:	12/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0047, CM.0054
Attachment Ref:	Attachment 8.3.5 - Financial and Systems Review Regulation 17
Review Internal Risk Review Dashboard	

### SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Tuesday 11 June 2019.

### BACKGROUND

Council adopted a Risk Management Framework - Policy and Procedures in September 2018 to document the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The internal Risk Management Review Dashboard

The Shire of Corrigin engaged AMD Chartered Accountants to conduct an independent review of the requirements of Local Government *Financial Management Regulation 5* and *Audit Regulation 17* including the following areas:

- review current risk management policies, procedures and plans;
- evaluate the financial internal control systems and procedures;
- evaluate the operational internal control systems and procedures;
- assess systems and processes for maintaining legislative compliance;
- provide a list of any improvements identified during the review; and
- provide a report including recommendations to assist the CEO to assess the appropriateness and effectiveness of the systems and procedures.

### COMMENT

The Financial Management and System Review as well as the Risk Management Review reports provide a measurement of the appropriateness and effectiveness of the Shire's current systems and processes. The reviews include a list of recommendations for improvements to systems and processes.

### STATUTORY ENVIRONMENT

*Local Government Act 1995 (WA)*

*Local Government (Audit) Regulations 1996*

*r 17 CEO to review certain systems and processes*

*Local Government (Financial Management) Regulations 1996*

*r 5 CEO duties as to financial management*

*(1) Efficient systems and procedures are to be established by the CEO of a local government.*

### POLICY IMPLICATIONS

3.1 Risk Management Policy

8.11 Audit and Risk Management Committee

## FINANCIAL IMPLICATIONS

The cost of implementing recommendations of the financial and risk management review to be contained in the 2019/20 budget

## COMMUNITY AND STRATEGIC OBJECTIVES

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

### Objective: Leadership

#### Strong Governance and leadership

#### Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

## VOTING REQUIREMENT

Simple Majority

## COMMITTEE AND OFFICER'S RECOMMENDATION

1. *That the recommendation from the Audit and Risk Management Committee to receive the updated Internal Audit Risk Management Report- Dashboard update be endorsed.*
2. *That Council receives and notes the Chief Executive Officer's Financial Management System Review (in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996) as reviewed by the Audit and Risk Management Committee.*
3. *That Council receives and notes the Chief Executive Officer's review (in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996) on the appropriateness and effectiveness of the Shire of Corrigin systems and procedures with regard to risk management, internal control and legislative compliance as reviewed by the Audit and Risk Management Committee.*

## **8.2.6 LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATIONS**

Applicant:	Local Emergency Management Committee
Date:	12/06/2018
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 8.3.6.1 - Local Emergency Management Arrangements Attachment 8.3.6.2 - Local Recovery Management Plan Attachment 8.3.6.3 - Emergency Evacuation Plan

### **SUMMARY**

Council is requested to endorse the Local Emergency Management documents as adopted by the Local Emergency Management Committee (LEMC) in December 2018 and minor amendments in February 2019.

### **BACKGROUND**

The Local Emergency Management plans were reviewed and updated by the LEMC in December 2018. Minor suggested amendments were subsequently received from Adam Smith, District Emergency Management Advisor, Department of Fire and Emergency Services and were integrated into the previously adopted plans in February 2019.

### **COMMENT**

The Local Emergency Management Plans are to be submitted to the District Emergency Management Committee and then State Emergency Management Committee for endorsement.

### **STATUTORY ENVIRONMENT**

*Local Emergency Management Act 2005*  
*s.39 Local Emergency Management Committees*

### **POLICY IMPLICATIONS**

9.3 Bushfire Control

### **FINANCIAL IMPLICATIONS**

The cost of administration of the LEMC is approximately \$200 per annum

### **COMMUNITY AND STRATEGIC OBJECTIVES**

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



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

**Outcome 4.1 - A strategically focussed dynamic Council serving the community**

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

**Outcome 4.2 - An effective and efficient organisation**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
		4.2.2.2	Set appropriate Fees & Charges for applicable services that promote the use of services and limits the reliance of rate funding.

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE AND OFFICER'S RECOMMENDATION**

*That Council adopt the following revised documents:*

- *Local Emergency Management Arrangements.*
- *Local Recovery Management Plan.*
- *Emergency Evacuation Plan.*

## 8.3 WORKS AND GENERAL PURPOSES

### 8.3.1 REED AND ROGERS ROAD RAV ASSESSMENT

Applicant:	Shire of Corrigin
Date:	12/06/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is requested to consider the road submitted to Main Roads for assessment to determine if suitable to amend the Restricted Access Vehicle Network (RAV).

#### BACKGROUND

Main Roads Heavy Vehicle Services (HVS) received an application to add or amend roads on the Restricted Access Vehicle (RAV) Network within the Shire of Corrigin in November 2018. It appears that two roads that formed part of the initial application were left off the request for support and Main Roads now requests that the following roads be considered.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4040051	Reed Rd	Farm gate (0.50)	Corrigin Kondinin Rd (6.78)	RAV 4	RAV 7
4040085	Rogers Rd	Farm gate (0.50)	Corrigin Kondinin Rd (6.90)	RAV 5	RAV 7

Main Roads Heavy Vehicle Services has requested that the Shire of Corrigin provide support as the road owner to add the following section of road to the RAV network including any comments relating to road condition, planning conflicts or development issues that may be impacted.

The following resolutions were made in November 2018 for the other roads that were included in the initial application:

**COUNCIL RESOLUTION (197/2018)** That Council submits the following roads excluding Parsons, Schultz, Hartley, Corrigin South, Corrigin Bruce Rock, and Corrigin Wogerlin and for assessment by Main Roads WA for addition to the RAV networks and recommends that the following conditions apply:

<b>Road No.</b>	<b>Road Name</b>	<b>From Location (SLK)</b>	<b>To Location (SLK)</b>	<b>Current Network</b>	<b>Assess to RAV</b>	<b>Council Conditions 20/11/2018</b>	<b>Shire of Corrigin Conditions</b>	<b>Other comments from Main Roads</b>
4040053	Middleton Rd	Corrigin South Rd (13.1)	Rabbit Proof Fence Rd (17.94)	Nil	7	1,4,6,7	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact	
		Middleton Rd (0.00)	Corrigin South Rd (13.1)	4	7	1,4,6,7	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact	
4040007	Rabbit Proof Fence Rd	Brookton-Corrigin Rd and Quairading - Corrigin Rd (0.00)	Rabbit Proof Fence Rd Nth (29.31)	5	7	1,4,7	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact	

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4040004	<i>Bullaring-Gorge Rock Rd</i>	<i>Wickepin - Corrigin Rd (0.00)</i>	<i>Corrigin Kondinin Rd (24.46)</i>	<i>4</i>	<i>7</i>	<i>1,4,7</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact</i>	
4040101	<i>Sorenson Rd</i>	<i>Bilbarin - Quairading Rd (0.00)</i>	<i>End of road (2.7)</i>	<i>Nil</i>	<i>4</i>	<i>1,4,6,7,9</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact. Max speed 60km</i>	
4040118	<i>Vivian Rd</i>	<i>Rabbit Proof Fence Rd (0.00)</i>	<i>Corrigin South Rd (5.15)</i>	<i>Nil</i>	<i>7</i>	<i>1,4,6,7,9</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact. Max speed 60km</i>	<i>Condition that road not be entered until radio contact established that there is no other RAV on road. No access to or from Corrigin South Road</i>
4040074	<i>Sixty Eight Gate Rd</i>	<i>Rabbit Proof Fence Rd (0.00)</i>	<i>Wickepin - Corrigin Rd (7.72)</i>	<i>Nil</i>	<i>4</i>	<i>1,4,6,7</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio</i>	<i>Approval does not apply to B-double combination</i>

							<i>contact</i>	
4040161	<i>Williams Rd</i>	<i>Pannell Rd (0.00)</i>	<i>Williams Rd (0.97)</i>	<i>Nil</i>	<i>4</i>	<i>1,4,6,7</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact</i>	
4040066	<i>Pannell Rd</i>	<i>Bilbarin - Quairading Rd (0.00)</i>	<i>Pannell Rd (9.78)</i>	<i>Nil</i>	<i>4</i>	<i>1,4,6,7</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact</i>	
4040052	<i>Old Kulin Rd</i>	<i>Doyle North Rd and Middleton Rd (0.00)</i>	<i>Bullaring - Gorge Rock Rd (6.29)</i>	<i>Nil</i>	<i>7</i>	<i>1,4,6,7,9</i>	<i>Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact</i>	
4040007	<i>Rabbit Proof Fence Road</i>	<i>Brookton Hwy (0)</i>	<i>Jenkyn Rd (8.013)</i>	<i>Tandem Drive 5</i>	<i>Tandem Drive 7</i>	<i>nil</i>	<i>nil</i>	

**COUNCIL RESOLUTION (198/2018)** That Council submits the following roads for assessment by Main Roads WA for addition to the RAV network and recommends that the following conditions apply:

4040168	Corrigin-Bruce Rock Road	Brookton Hwy (0)	Parsons Road (10.079)	Tandem Drive 6	Tandem Drive 7	4	Headlights on.	
4040017	Corrigin-Wogerlin Rd	Babakin - Corrigin Rd (0.00)	Bilbarin - Quairading Rd (12.71)	Nil	4	1,4,6,7	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact	Main connector road

**COUNCIL RESOLUTION (199/2018)** That Council submits the following roads for assessment by Main Roads WA for addition to the RAV network and recommends that the following conditions apply:

4040087	Parsons Rd	Bilbarin East Rd (0.00)	Nambadilling Rd (16.06)	Nil	4	1,4,6,7	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact	
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**COUNCIL RESOLUTION (200/2018)** That Council submits the following roads for assessment by Main Roads WA for addition to the RAV network and recommends that the following conditions apply:

4040080	Schultz Rd	Corrigin South Rd (0.00)	Corrigin Kondinin Rd (6.12)	Nil	7	1,4,6,7,9	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact. Max speed 60km.	
4040057	Hartley Rd	Bullaring - Gorge Rock Rd (0.00)	Schultz Rd (5.52)	Nil	7	1,4,6,7,9	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact. Max speed 60km	No left turn permitted into Schultz Road from Hartley Road
4040014	Corrigin South Road	CBH Access Rd (0.75)	Schultz Rd (10.837)	Tandem Drive 4	Tandem Drive 7	1,4,7,9	Approval from road owner. Headlights on. Direct radio contact. Max speed 80km	
4040080	Schultz Road	Corrigin South Rd (0.00)	Farm Gate (1.14)	Nil	Tandem Drive 7	1,4,6,7,9	Approval from road owner. Headlights on. No operation on unsealed roads when visibly wet. Direct radio contact. 60km	

The estimated road width of Reed Road is 7 metres and the condition is above average. The sight distance from the farm gate is over 500 metres in both directions. The sight distance when entering the Corrigin Kondinin Road is over 500 metres to the east and 300 metres to the west.

The estimated road width of Rogers Road is 7 metres and the condition is average and gravel is needed in some patches. The sight distance from the farm gate is over 500 metres to the north and 250 metres to the south. The sight distance when entering the Corrigin Kondinin Road is over 500 metres in both directions.

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

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

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

(a) "Type A" Low Volume roads:

- Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
- Operation is not permitted while the school bus is operating on the particular road.
- Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road;
- Headlights must be switched on at all times;
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

(b) "Type B" Low Volume roads:

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

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



## COMMENT

It is recommended that Council submits Reed and Rogers Roads for assessment by Main Roads for addition to the RAV network.

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

When assessing road width for Network 5 to 7 RAV access, where traffic volume is less than 75 vehicles per day, the width of the road may be assessed in accordance with the minimum road width of 5.8m. Conditions must be applied. If the road meets the required width of 7.7m the conditions are not necessary.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

## POLICY IMPLICATIONS

11.9 Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads

## FINANCIAL IMPLICATIONS

NIL

## COMMUNITY AND STRATEGIC OBJECTIVES

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

**Objective: Economic**

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

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

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

## VOTING REQUIREMENT

Simple Majority

## **OFFICER'S RECOMMENDATION**

1. That Council submits Reed Road from farm gate at SLK 0.50 to Corrigin Kondinin Road at SLK 6.78 for assessment by Main Roads WA for addition to the RAV network and recommends that the following conditions apply:

- Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
- Operation is not permitted while the school bus is operating on the particular road.
- Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road;
- Headlights must be switched on at all times;
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

2. That Council submits Rogers Road for assessment by Main Roads WA from farm gate at SLK 0.50 to Corrigin Kondinin Road at SLK 6.78 for addition to the RAV network and recommends that the following conditions apply:

- Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
- Operation is not permitted while the school bus is operating on the particular road.
- Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road;
- Headlights must be switched on at all times;
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

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

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

Thank you and farewell to two of our long service staff members.

After 39 years with the Shire of Corrigin our longest serving employee, Mr Alan Johns, has decided it is time to retire. It is very rare for someone to work for the one employer for almost 40 years and is an amazing achievement and Alan's loyalty to the Shire of Corrigin is commendable. The Councillors, staff and community members would like to thank Alan for his many years of service and contribution to the works department.

We will miss Alan at the Shire depot and out on the roads but wish him all the best for his retirement and travels.

The Councillors and staff would also like to thank Ben Hewett for his work at the Shire of Corrigin over the past 12 and a half years.

Ben is the Shire of Corrigin Building Supervisor and has recently tendered his resignation due to family commitments. Ben's contribution to the smooth operation of the Shire of Corrigin building services has been immense and he will be sadly missed by the Council, staff and community.

We have enjoyed working with Ben and wish him all the best for his future. His knowledge and experience, gained over many years in the local government industry, will stand him in very good stead to further his career closer to his family in Bunbury.

### **11 PRESIDENT'S REPORT**

### **12 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS**

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

### **14 INFORMATION BULLETIN**

### **15 WALGA AND CENTRAL ZONE MOTIONS**

### **16 NEXT MEETING**

Ordinary Council meeting on Tuesday 16 July 2019 at 3.00pm.

### **17 MEETING CLOSURE**