

SHIRE OF



# AGENDA

ORDINARY COUNCIL MEETING

TUESDAY 19 MARCH 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 19 March 2019 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

12.30pm	Lunch
1.00 pm	Discussion Forum
2.30pm	Citizenship Ceremony
2.45pm	Afternoon Tea
3.00 pm	Council Meeting
5.00 pm	Refreshments

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

A handwritten signature in black ink, appearing to read "N. Manton".

Natalie Manton – Chief Executive Officer

*Disclaimer:*

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

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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 Leila Langley 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 19 February 2019 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 February 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 STEVENSON TRUST FUND**

Minutes of the Stevenson Trust Fund meeting held on Thursday 28 February 2019 (Attachment 7.2.1).

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

*That the minutes of the Stevenson Trust Fund meeting held on Thursday 28 February 2019 (Attachment 7.2.1) be received.*

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**

Minutes of the LEMC meeting held on Thursday 28 February 2019 (Attachment 7.2.2).

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

*That the minutes of the LEMC meeting held on Thursday 28 February 2019 (Attachment 7.2.2) be received.*

**7.2.3 AUDIT AND RISK MANAGEMENT ADVISORY COMMITTEE**

Minutes of the Audit and Risk Management Advisory Committee meeting held on Tuesday 12 March 2019 (Attachment 7.2.3).

**OFFICER'S RECOMMENDATION**

*That the minutes of the Audit and Risk Management Advisory Committee meeting held on Tuesday 12 March 2019 (Attachment 7.2.3) be received.*

**7.2.4 ROE TOURISM ASSOCIATION**

Minutes of the Roe Tourism Association meeting held on Monday 10 December 2018 (Attachment 7.2.4).

**OFFICER'S RECOMMENDATION**

*That the minutes of the Roe Tourism Association meeting held on Monday 10 December 2018 (Attachment 7.2.4) be received.*

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	5/03/2019
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### **CORRIGIN CRC MONTHLY USAGE – FEBRUARY 2019:**

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 18	SALES	MTHLY	FROM JULY 18
Internet Use / Computer Use	24	154	Movie Club Fees	16	69
Photocopying / Printing / Faxing	31	296	Phonebook Sales	2	151
Laminating / Binding / Folding	9	47	Moments In Time Books	0	4
Sec. Services / Scans / CD Burning	2	49	Book Sales	1	2
Room Hire	6	41	Wrapping Paper / Postcard Sales	0	10
Equipment Hire	2	5	Polo Shirt / Eco Bag Sales	0	3
Training / Course Fees	0	48	Phone calls	0	1
Resource Centre Membership Fees	2	18	Sale of Assets	0	0
Exam Supervision	0	1			
Total:	76		Total:	19	
<i>Monthly People through:</i>		95			
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 18	SERVICE	MTHLY	FROM JULY 18
Phonebook Enquiries	2	32	Corrigin Toy Library	8	59
Tourism	28	342	Broadband for Seniors / Webinars	9	66
Government Access Point	0	10	General Enquires (Face/Email/Website)	124	1128
Community Information	47	416	Corrigin Public Library	115	363
Conf. / Vid Conf. / Training /	68	537	Corrigin Library eResources	66	66
University Exams	0	1			
Total:	145		Total:	322	
<i>Monthly People through:</i>		467			

**TOTAL FOR THE MONTH OF FEBRUARY: 562**

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

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
SMYL – Community Services	3	Professional Office	Commercial Booking
Annual Electors – Meeting	6	Conference Room	N/A
EBA – Meeting	22	Conference Room	N/A
Holyoake – Counselling	4	Professional Office	Commercial Booking
Movie Club – February	18	Conference Room	N/A
RSM – Business Local	3	Professional Office	HO
Holyoake – Counselling	3	Professional Office	Commercial Booking
Forest Personnel - Employment	3	Professional Office	Commercial Booking
SMYL – Community Services	3	Professional Office	Commercial Booking

**CORRIGIN CRC Annual Summary Report**

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

**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:	5/03/2019
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 – February 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 February 2019 are provided as Attachment 8.1.2 – Accounts for Payment – February 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	13484 - 13511,	\$157,328.37	
		13514 - 13573,		
		13575 - 13596		
	Cheque	020380 - 020390	\$15,541.88	
	Direct Debit	February 2019	\$26,125.18	
	Payroll	February 2019	\$113,050.08	<b>\$312,045.51</b>
Trust	EFT	13512 - 13513	\$158.30	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$158.30</b>
Licensing Trust	EFT	13574	\$30.00	
	Direct Debit	February 2019	\$41,880.55	<b>\$41,910.55</b>
Edna Stevenson	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of February 2019</b>				<b>\$354,114.36</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 – February 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 and Trust and Licensing Trust	EFT	EFT13483	EFT13484
Municipal	Cheque	020379	020380
Trust	Cheque	003389	No Payments
Edna Stevenson	Cheque	000062	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 \$354,114.36 have been made during the month of February 2019.*

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	12/03/2019
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 December 2018 to 29 January 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 December to 29 January 2019 for \$208.31.*

### 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/02/2019
Reporting Officer:	Catherine Ospina Godoy, Manager Finance
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report – February 2019

#### **SUMMARY**

This report provides Council with the monthly financial report for the month ending 28 February 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 28 February 2019 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE REPORTS

### 8.2.1 COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	6/03/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 8.2.1 - Compliance Audit Return 2018

#### SUMMARY

Council is requested to review and endorse the 2018 Compliance Audit Return for the period 1 January 2018 to 31 December 2018.

#### BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations).

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the Council Minutes to the Department of Local Government, Sport and Cultural Industries by 31 March 2019.

*At the Audit and Risk Management Committee meeting held on 12 March 2019 the following resolution was passed:*

*That the Audit and Risk Management Committee accepts the completed Compliance Audit Return for the period 1 January 2018 to 31 December 2018 as attached in Attachment 8.2.1 and recommend to Council that the return be adopted.*

Following the endorsement of the 2018 CAR by the Audit and Risk Management Committee a minor change was made to question 9 in the finance section referring to s7.12A (4) of the Act with the response changed from Yes to Not Applicable. This question relates to matters raised in the Audit Report prepared under s.7.9.

The Shire provided the Audit Report and Management Letter to the Department of Local Government however this was not a mandatory requirement under s.7.12A as the auditor's report did not include any matters that required such a report to be made to the Minister.



**COMMENT**

The Compliance Audit Return has been carried out by the Chief Executive Officer in conjunction with the administration staff and no matters of non-compliance against the following criteria have been identified.

- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service
- Delegation of Power / Duty
- Disposal of Property
- Finance
- Commercial Enterprises by Local Governments

A copy of the Compliance Audit Return is attached (Attachment 8.2.1).

**STATUTORY ENVIRONMENT**

Local Government Act 1995,  
Local Government (Audit) Regulations 1996.

**POLICY IMPLICATIONS**

8.1 Audit and Risk Management Committee

**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**

Simple Majority

**COMMITTEE AND OFFICER RECOMMENDATION**

*That Council endorse the completed Compliance Audit Return for the period 1 January 2018 to 31 December 2018 as attached in Attachment 8.2.1 for certification by the Shire President and Chief Executive Officer and submission to the Department of Local Government; Sport and Cultural Industries.*

## **8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY**

Applicant:	Shire of Corrigin
Date:	13/03/2019
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CM.0054
Attachment Ref:	Attachment 8.2.2

### **SUMMARY**

This report seeks Council endorsement of the updated Incident Management and Business Continuity Response Plan and Procedures Manual as endorsed by the Audit and Risk Management Committee in March 2019.

### **BACKGROUND**

The Incident Management and Business Continuity Response Plan and Procedures Manual is to be reviewed annually by the office of CEO and is to be taken to Council for consideration and adoption.

### **COMMENT**

Council and management have previously identified the need to develop and maintain Business Continuity Plans as part of the Shire's overall management of risk. The plan and procedures are an important tool in assisting the Shire to recover from situations that may arise ensuring that decisions are made quickly while minimising financial, environmental and reputational impacts.

### **STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996*

### **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
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Annual review of Council's policies and Corporate Business Plan.

**VOTING REQUIREMENT**

Simple Majority

**COMMITTEE AND OFFICER RECOMMENDATION**

*That Council adopt the Incident Management and Business Continuity Response Plan and Incident Management and Business Continuity Response Procedures Manual as provided in Attachment 8.2.2.*

### **8.2.3 DEFERRED LONG SERVICE LEAVE (CONFIDENTIAL)**

Applicant:	Shire of Corrigin
Date:	13/02/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PER.0051
Attachment Ref:	NIL

#### **REASON FOR CONFIDENTIALITY**

This report is confidential in accordance with section 5.23(2) of the Local Government Act because it deals with:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

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

*That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.*

#### **COMMITTEE AND OFFICER RECOMMENDATION**

*That Council approve the request made by Mr Terry Barron, Leading Hand, to defer his accrued Long Service Leave to February 2019 and December 2019 as per Policy 5.17.*

## 8.2.4 LONG SERVICE LEAVE POLICY

Applicant:	Shire of Corrigin
Date:	13/02/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PER.0051
Attachment Ref:	NIL

### SUMMARY

Council committee is asked to consider deleting policy 5.17 Long Service Leave Policy which requires the CEO to refer a request to defer long service leave to Council for approval.

### BACKGROUND

Council policy 5.17 Long Service Leave Policy requires the CEO to refer the request for an application to defer long service leave to Council for approval. The CEO understands that this policy was developed in response to a historical issue of employees deferring long service leave for over six years which resulted in a significant increase in leave liability and was noted in the auditor's management letter. The excess annual and long service leave has been significantly reduced in the past six months.

Under the provisions of the *Local Government (Long Service Leave) Regulations*, where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire of Corrigin and employee.

In addition to the Local Government (Long Service Leave) Regulations, Council endorsed a new Leave Policy in October 2018 to provide guidelines for the management of leave for Shire of Corrigin employees and reduce excess leave. With regard to deferred long service leave the policy 5.26 Leave Policy states that:

- Employees are required to formally seek approval from the CEO to defer long service leave. This deferral request must be in writing and clearly identify the amount of leave accrued, at what date it will be cleared and why it has not been cleared; and
- Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for, or in lieu of that leave, shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months, unless otherwise agreed in writing between the Shire of Corrigin and employee.
- Deferrals in excess of this period require the approval of the CEO.

This policy is inconsistent with 5.17 Long Service Leave Policy which states that the CEO is to refer the request for an application to defer long service leave to Council for approval.

**COMMENT**

Normal practice is for the Manager and CEO to grant approval to defer Long Service Leave based on ensuring financial stability as well as maintaining adequate staff resources to deliver services to the Council and community.

The management of excess leave has now been resolved and it is recommended that the policy 5.17 relating to Long Service Leave be deleted as the management of all leave including Long Service Leave is adequately covered by 5.26 Leave Policy.

**STATUTORY ENVIRONMENT**

Local Government Act 1995,  
 Local Government (Long Service Leave) Regulations  
 Shire of Corrigin Enterprise Agreement 2014

**POLICY IMPLICATIONS**

3.1 Risk Management Policy  
 5.17 Long Service Leave  
 5.26 Leave Policy

**FINANCIAL IMPLICATIONS**

Current liability for annual and long service leave currently \$443,000

**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

**COMMITTEE AND OFFICER RECOMMENDATION**

*That Council authorise the removal of Policy 5.17 Long Service Leave from the Policy Register as the guidelines for Long Service Leave are duplicated in policy 5.26 Leave Policy.*

**8.2.5 DEVELOPMENT APPLICATION – PROPOSED CHANGE OF USE FROM  
‘EXTENSIVE AGRICULTURE AND SINGLE HOUSE’ TO ‘EXTENSIVE  
AGRICULTURE, SINGLE HOUSE & GUEST HOUSE’ – LOT 8659 (NO.6005)  
BRUCE ROCK-CORRIGIN ROAD, CORRIGIN**

Applicant:	Warren & Carly Kenny
Owner:	Warren & Carly Kenny
Location:	Lot 8659 (No.6005) Bruce Rock-Corrigin Road, Corrigin
Date:	8 March 2019
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Number:	PA 01-2019
Attachment Reference:	Attachment 8.2.5 – Full Copy of Development Application

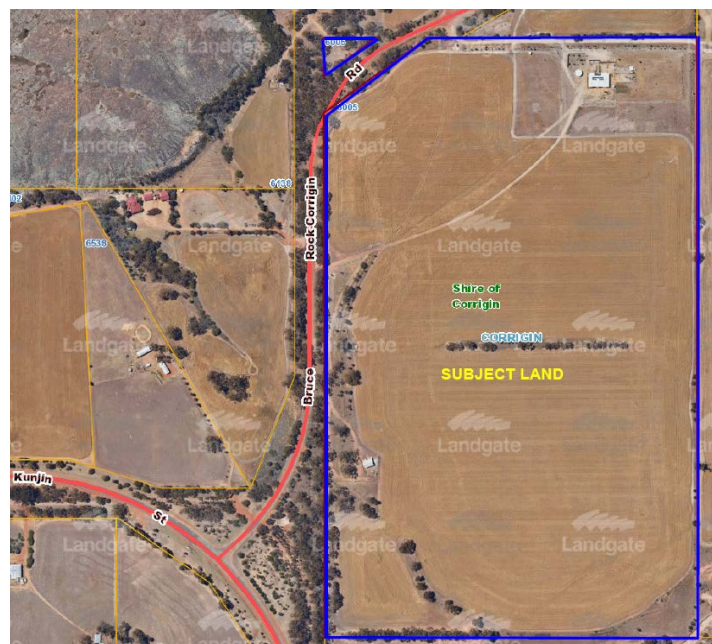
**SUMMARY**

This report recommends that Council grant conditional approval to a development application received from Warren & Carly Kenny (Landowners) to change the current approved use of Lot 8659 (No.6005) Bruce Rock-Corrigin Road, Corrigin from ‘Extensive Agriculture & Single House’ to ‘Extensive Agriculture, Single House & Guest House’.

**BACKGROUND**

The applicant is seeking Council’s development approval to allow a portion of an existing approved single house on Lot 8659 (No.6005) Bruce Rock-Corrigin Road, Corrigin to be used for the purposes of a ‘guest house’ on a permanent, full-time basis.

Lot 8659 is located on the eastern edge of the Corrigin townsite and comprises a total area of approximately 39.84 hectares. The land is rectangular in shape, gently sloping, predominantly cleared of native vegetation and has historically been developed and used for extensive agricultural purposes (i.e. broadacre cropping & grazing). Existing improvements include a new single detached dwelling and associated infrastructure in the land’s north-eastern corner, a farm shed in its south-western portion and numerous vehicle access tracks and firebreaks throughout.



Location & Lot Configuration Plan (Source: Landgate)

The property has direct frontage and access to Bruce Rock-Corrigin Road along its western and northern side boundaries which is a State road under the care, control and management of Main Roads WA. The primary point of vehicle access to /from this road is via an existing gravel driveway along the land's northern boundary with secondary access available via an existing driveway crossover along its western side boundary.

Existing adjoining and other nearby land uses include extensive agriculture to the north, east and south and rural living type development on smaller lots to the west with low density residential development and recreational uses in the Corrigin townsite beyond.

Full details of the application, including a covering letter and supporting plans, are provided in Attachment 8.2.5.

### **COMMENT**

Lot 8659 is classified 'Rural' 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 'Rural' zone of direct relevance to the proposal for Lot 8659 are as follows:

- i) To ensure that a right of vehicular access unfettered as to time, place and circumstance exists to any land which is the subject of any application for development approval;
- ii) To ensure the preservation of the rural character and rural appearance of land within the zone;
- iii) To preserve and protect the natural undeveloped land areas throughout the zone and to provide for the planting of trees and other suitable vegetation via the imposition of conditions on any development approval issued, in order to assist in balancing the greenhouse effect, provide shade, prevent erosion, reduce salinity and provide habitats for native fauna.

The use class 'guest house' is defined in Part 6 of LPS2 as "*a dwelling or part of a dwelling occupied by a person but containing rooms used to accommodate short-term guests for hire or reward*" and is listed in the Zoning Table as a discretionary (i.e. 'D') use on any land classified 'Rural' zone meaning it is not permitted without Council's development approval.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant with the following relevant requirements:

- Land use compatibility;
- Preservation of rural character and amenity;
- Vehicle access and parking;
- Essential services;
- Bushfire protection and safety.

Notwithstanding the above conclusion Council should note no tree planting or revegetation of the land is proposed to accommodate the new 'guest house' use despite this being a key objective of the land's current 'Rural' zoning classification in LPS2. It is contended the planting of additional trees on Lot 8659 is unnecessary for the following reasons:

- a) It doesn't relate directly to the proposed use of the existing dwelling on the land with the imposition of any revegetation condition/s difficult to justify (i.e. the proposed use doesn't generate the need for the planting of additional vegetation on the land);
- b) The planting of additional vegetation is considered unnecessary given the land is



predominantly used for broadacre agricultural purposes with no changes proposed to that use; and

- c) the landowners have already successfully planted and continue to maintain a significant number of trees in close proximity to the existing dwelling in the northern portion of the site for environmental management and visual amenity purposes.

In light of the above findings it is concluded the proposal for Lot 8659 is consistent with the objectives of the land's current 'Rural' zoning classification in LPS2 and all relevant development standards and requirements and is therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the new 'guest house' use proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

### **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

### **POLICY IMPLICATIONS**

There are no known policy implications in relation to this item.

### **FINANCIAL IMPLICATIONS**

There are no known financial implications in relation to this item. All costs associated with the proposal will be met by the landowners.

### **COMMUNITY & STRATEGIC IMPLICATIONS**

The proposal for Lot 8659 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment;*
- *Social Objective - An effectively serviced, inclusive and resilient community;*
- *Social Outcome 3.1 - An inclusive, welcoming and active community; and*
- *Social outcome 3.2 - A community for all ages.*

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to **approve** the development application submitted by Warren and Carly Kenny (Landowners) to change the current approved use of Lot 8659 (No.6005) Bruce Rock-Corrigin Road, Corrigin from 'Extensive Agriculture & Single House' to 'Extensive Agriculture, Single House & Guest House' subject to the following conditions and advice notes:

#### Conditions

1. The proposed new 'guest house' use shall be undertaken in a manner consistent with the information and plans submitted in support of the application dated 24 February 2019 subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. The proposed 'guest house' use shall be substantially commenced within a period of two (2) years from the date of this approval. If the use is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.
3. The proposed 'guest house' use shall not employ any person other than a member of the occupier's household.
4. The proposed 'guest house' use shall not display any advertising signage exceeding 0.2m<sup>2</sup> in area unless otherwise approved by Council.

#### 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. The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Health Act 1911 and all associated regulations, the Shire of Corrigin Health Local Law 2016 and Shire of Corrigin Annual Fire Break Notice as it applies to all rural land in the municipal district.
4. 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.
5. 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.

### 8.3 WORKS AND GENERAL PURPOSES

#### 8.3.1 WALTON, JOSE AND GOYDER STREET RAV ASSESSMENT

Applicant:	Shire of Corrigin
Date:	8/02/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	Attachment 8.3.1 - Walton, Jose and Goyder Street RAV
Preliminary Assessment	

#### SUMMARY

Council is requested to consider the road submitted to Main Roads by a freight delivery company for assessment to determine if suitable to add to the Restricted Access Vehicle Network (RAV).

#### BACKGROUND

Main Roads Heavy Vehicle Services has requested that the Shire of Corrigin provide support as the road owner to add Walton, Jose and Goyder Street to the RAV network.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Request Network
4040124	Walton St	Dartee St (0.16)	Jose St (0.53)	RAV 3	RAV 4
4040135	Jose St	Walton St (0.00)	Goyder St (0.13)	None	RAV 4
4040125	Goyder St	Kunjin St / Brookton Hwy (0.00)	Jose St (0.53)	None	RAV 4

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.

The RLAP provides access to the final destination of a particular transport task. This may include access to a farm gate or local business. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions.

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;

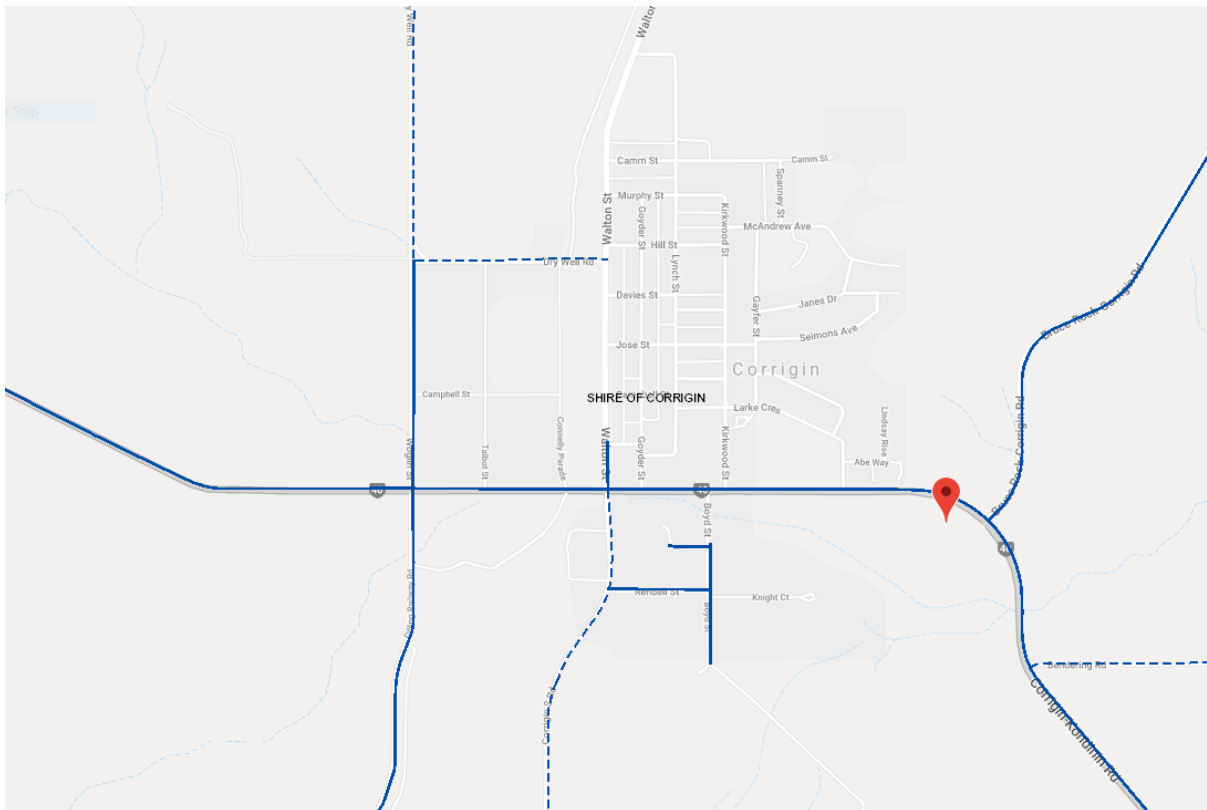
- Headlights must be switched on at all times;
- When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
- No operation on unsealed road segment when visibly wet, without road owner's approval; and
- Direct radio contact 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.

Walton Street is currently RAV 3 and RAV 4 from Kunjin Street to Dartree Street.



Walton Street was previously assessed and declined for RAV 4-7 access due to non-compliant swept paths access from Walton Street northbound turning left into Dry Well Road westbound and also from Walton Street southbound turning right into Dry Well Road westbound.

The road was also previously assessed for RAV 7 access from Brookton Highway to the BP Fuel depot but this was also declined due to insufficient swept path from Walton Street southbound turning right into Brookton Highway and southbound turning left into Brookton Highway.

Main Roads Regional Office has also raised safety concerns and deemed the road unsuitable for RAV Network 7 access as the section of road that passes through the town; is a school bus route and is also a residential area where some of the front yards do not have fences.

The report commissioned by the Shire of Corrigin to address previous RAV issues noted that the basic scope of work for the Walton Street intersection with the Brookton Highway to comply with RAV 7 would require widening of the sweeps on the North East and South West corners to allow the turning vehicle to stay in lane. There are considerable existing services relocations involved in widening the North East quadrant with the final pavement / seal construction design required to meet Main Roads WA standards. The estimated cost of the upgrade is approximately \$185,000.



Goyder and Jose Streets have not previously been assessed for access to the RAV network. These roads are in the centre of the business and main street precinct as well as close to the school.

#### **COMMENT**

In recommending that Main Roads WA consider adding a street or road to the RAV network Council is not able to limit the number of vehicles using the road. If the streets in town were to be assessed as suitable for RAV 4 access there would be no way to prevent unlimited grain or mining trucks travelling through the town throughout the year.

This report recommends that Council submits Walton Street to Main Roads for assessment as a conditional Network 4 and that the applicant be considered for a Restricted Local Access Permit (RLAP) for Jose and Goyder Streets to deliver stock to the two supermarkets in town.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*  
*Road Traffic (Vehicles) Regulations 2014*  
*Road Traffic (Vehicles) Act 2012*  
*Road Traffic (Administration) Act 2008*  
*Road Traffic (Administration) Regulations 2014*  
*Road Traffic Code 2000*  
*Land Administration Act 1997 (Sec 55)*  
*Main Roads Act 1930*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council submits Walton Street to Main Roads for assessment as a conditional Network 4 and that the applicant be considered for a Restricted Local Access Permit (RLAP) for Jose and Goyder Streets to deliver stock to the two supermarkets in town.*

### 8.3.2 POLICY RAV ASSESSMENT

Applicant:	Shire of Corrigin
Date:	11/03/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	Attachment 8.3.2 - Proposed policy – Restricted Access Vehicles

#### SUMMARY

Council is requested to consider adopting a policy to enable the CEO to conduct a preliminary assessment and to support an application to Main Roads to consider adding a road to the RAV network if deemed suitable.

#### BACKGROUND

The Shire of Corrigin has many roads that are not on the RAV network and regularly receives applications requesting that Council, as the road owner, support an application to Main Roads to have a road considered for assessment to be added to the RAV network.

A more efficient method of dealing with the volume of applications for roads to be considered by Main Roads to be added to the RAV network would be to adopt a policy authorising the CEO to conduct the preliminary assessment and to support an application to Main Roads to consider adding a road to the RAV network if deemed suitable.

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), or the matter brought to Council for consideration. The RLAP permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

#### COMMENT

This report recommends that Council adopt a policy authorising the CEO to conduct a preliminary assessment of requested roads to ensure there are no obvious issues that would deem RAV access unsuitable and provide Main Roads Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*  
*Road Traffic (Vehicles) Regulations 2014*  
*Road Traffic (Vehicles) Act 2012*  
*Road Traffic (Administration) Act 2008*  
*Road Traffic (Administration) Regulations 2014*  
*Road Traffic Code 2000*  
*Land Administration Act 1997 (Sec 55)*  
*Main Roads Act 1930*

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council adopt a policy authorising the CEO to conduct a preliminary assessment of RAV applications to ensure there are no obvious issues that would deem RAV access unsuitable and provide Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network.*



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

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

### **WALGA Central Zone Meeting**

The Shire of Corrigin will host the WA Local Government Association Central (WALGA) Country Zone Meeting on Friday 15 March 2019. The meeting will be attended by elected members, CEO's, WALGA representatives, members of parliament and invited guests and provides an opportunity for Corrigin to showcase the town and our excellent facilities.

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

It has been a busy week in Corrigin with our community hosting 20 medical students from Curtin and Notre Dame Universities. The program aims to assist the students to understand rural life and encourage them to consider it for their future career.

The students were billeted with 10 local families over four days and visited the local doctor, hospital and school. The students also visited the Hickey farm, Men's Shed, St John Ambulance, senior citizens and played netball. The students hosted a dinner on their last night to thank the community.

### **Roads**

The WANDRRA project is coming to an end with the Red Dust crew leaving town last week. All that remains to finalise the project is some gravel pit rehabilitation and the final sign off of the roads by the Manager of Works.

Outside staff working hard to complete busy works program before the end of financial year.

Work has commenced on a 10 year road program in preparation for the 2019/20 budget workshops.

### **New Staff**

Two of our valued staff members have recently resigned and the position of Executive Support Officer and Customer Service position have been advertised. Interviews are planned for early in April and hopefully the positions will be filled shortly after.

**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 April 2019 at 3.00pm.

**17 MEETING CLOSURE**