

# SHIRE OF CORRIGIN AGENDA



21 June 2016

## ORDINARY COUNCIL MEETING

Agenda for the Ordinary Council Meeting to be held on Tuesday 21 June 2016 commencing at 3.00pm in the Council Chambers.

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## Notice of Meeting

*The next Ordinary Meeting of Council for the Shire of Corrigin will be held on Tuesday 21 June 2016 at the Council Chambers 9 Lynch Street Corrigin commencing at 3.00pm.*

A handwritten signature in blue ink, appearing to read 'Rob Paull', written in a cursive style.

*Rob Paull – Chief Executive Officer*

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## Order of Business

Ordinary Council Meeting to be held on Tuesday 17 May 2016

<b>9.00 am</b>	<i>Review of the Long Term Financial Plan – continued from 27 May 2016</i>
<b>10.30 am</b>	<i>Morning Tea</i>
<b>12.30 pm</b>	<i>Lunch - (with 2 guests)</i>
<b>1.00 pm</b>	<i>Discussion Period</i> <i>- Donna Spurgeon, Principal Corrigin District High School (also for lunch)</i> <i>- Tanya Dupagne, Manager Camp Kulin (also for lunch)</i>
<b>2.30 pm</b>	<i>Afternoon Tea</i>
<b>3.00 pm</b>	<i>Council Meeting</i>
<b>5.00 pm</b>	<i>Nibbles</i>

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<b>1. DECLARATION OF OPENING</b> .....	<b>7</b>
<b>2. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE</b> .....	<b>7</b>
<b>3. PUBLIC QUESTION TIME</b> .....	<b>7</b>
<b>4. MEMORIALS</b> .....	<b>7</b>
<b>5. PETITIONS/DEPUTATIONS/PRESENTATIONS /SUBMISSIONS</b> .....	<b>7</b>
<b>6. DECLARATIONS OF INTEREST</b> .....	<b>7</b>
<b>7. CONFIRMATION AND RECEIPT OF MINUTES</b> .....	<b>7</b>
<b>7.1. PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES – ATTACHMENT 7.1</b> .....	<b>7</b>
<b>7.2. COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES</b> .....	<b>7</b>
7.2.1. MINUTES OF SHIRE OF CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE.....	7
7.2.1.1. REVIEW AND CONFIRMATION OF LOCAL EMERGENCY ARRANGEMENTS .....	8
7.2.2. CORRIGIN RECREATION & EVENTS CENTRE ADVISORY COMMITTEE.....	8
7.2.2.1. MANAGEMENT AND HIRING ARRANGEMENTS.....	8
7.2.3. SHIRE OF CORRIGIN INFRASTRUCTURE AND BUILDING MAINTENANCE COMMITTEE .....	8
<b>8. MATTERS REQUIRING A COUNCIL DECISION</b> .....	<b>9</b>
<b>8.1. CORPORATE &amp; COMMUNITY SERVICES REPORTS</b> .....	<b>9</b>
8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE – MAY 2016 .....	9
8.1.2. ACCOUNTS FOR PAYMENT – MAY 2016.....	12
8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS .....	14
8.1.4. MONTHLY FINANCIAL REPORT – MAY 2016.....	16
8.1.5. INTEGRATED PLANNING - ADOPTION OF UPDATED CORPORATE BUSINESS PLAN .....	18
8.1.6. CHIEF EXECUTIVE OFFICER FINANCIAL MANAGEMENT REVIEW .....	21
<b>8.2. GOVERNANCE AND COMPLIANCE REPORTS</b> .....	<b>29</b>
8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH 1 MAY 2016 TO 31 MAY 2016.....	29
8.2.2. APPLICATION FOR PLANNING APPROVAL – ADDITIONAL WORKERS ACCOMMODATION & AMENITIES BUILDING (SECOND-HAND TRANSPORTABLE BUILDINGS) AT LOT 500 WALTON STREET, CORRIGIN .....	43

8.2.3.	REQUEST FROM THE CORRIGIN MASONIC LODGE NO. 120 W.A.C. FOR THE SHIRE TO TAKE OWNERSHIP AND UPGRADE THE LANEWAY OVER LOT 178 KIRKWOOD STREET, CORRIGIN.....	49
8.2.4.	REQUEST FOR LEASE - AUSTRALIAN RED CROSS – RESERVE 47959, BEING LOT 523 WALTON STREET, CORRIGIN .....	52
8.2.5.	FINALISATION ‘LOCAL PRICE PREFERENCE POLICY’ .....	55
8.2.6.	ACCEPTANCE OF TENDER/S - SALE OF CONVEYORS SURPLUS TO THE SHIRE’S NEEDS (TENDER 02/2016).....	60
<b>8.3.</b>	<b>WORKS AND GENERAL PURPOSES REPORTS.....</b>	<b>63</b>
8.3.1.	WHEATBELT FREIGHT PLAN.....	63
<b>9.</b>	<b>NOTICE OF MOTIONS FOR THE NEXT MEETING.....</b>	<b>66</b>
<b>10.</b>	<b>CHIEF EXECUTIVE OFFICER’S REPORT .....</b>	<b>66</b>
<b>11.</b>	<b>PRESIDENT’S REPORT .....</b>	<b>66</b>
<b>12.</b>	<b>COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS .....</b>	<b>66</b>
<b>13.</b>	<b>URGENT BUSINESS APPROVED BY THE PRESIDENT OR BY A DECISION OF THE COUNCIL .....</b>	<b>66</b>
<b>14.</b>	<b>INFORMATION BULLETIN.....</b>	<b>66</b>
<b>15.</b>	<b>WALGA AND CENTRAL ZONE MOTIONS.....</b>	<b>66</b>
<b>16.</b>	<b>NEXT MEETING.....</b>	<b>66</b>
<b>17.</b>	<b>MEETING CLOSURE.....</b>	<b>66</b>

**1. DECLARATION OF OPENING**

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

President	L Baker
Deputy President	D L Hickey
	T J Pridham
	J A Mason
	M B Dickinson
	S G Hardingham
	B D Praetz
Chief Executive Officer	R L Paull
Executive Manager, Corporate & Community Services	T L Dayman
Governance Executive Officer	D J Whitehead
Governance Officer/Records	H M Auld

**LEAVE OF ABSENCE**

**3. PUBLIC QUESTION TIME**

**4. MEMORIALS**

It was advised that Allen Wilkinson and Betty Durston had passed away since the last meeting.

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

**6. DECLARATIONS OF INTEREST**

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Previous Council Meetings and Business Arising from Minutes – Attachment 7.1**

*That the minutes of the Ordinary Meeting of Council held on Tuesday 17 May 2016 (Attachment 7.1 ) be confirmed as a true and correct record.*

**7.2. Committee Meetings and Business Arising from Minutes**

**7.2.1. MINUTES OF SHIRE OF CORRIGIN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

Shire of Corrigin Local Emergency Management Committee Meeting held on 31 May 2016 at the Council Chambers, 9 Lynch Street Corrigin commencing at 2.30pm – Attachment 7.2.1

**OFFICER'S RECOMMENDATION**

*That the minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on 31 May 2016 and as provided in Attachment 7.2.1 be received.*

*Recommendations from the Corrigin Local Emergency Management Committee held on the 31 May 2016 for Council to action are addressed in Item 7.2.1.1.*

#### **7.2.1.1. REVIEW AND CONFIRMATION OF LOCAL EMERGENCY ARRANGEMENTS**

- **LOCAL RECOVERY PLAN 2015 DRAFT**
- **LOCAL EMERGENCY MANAGEMENT PLAN 2015 DRAFT**

*That the Committee recommend to Council that the revised:*

- *Local Recovery Plan 2016; and*
  - *Local Emergency Management Arrangements 2016;*
- be adopted.*

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

*That Council adopt the revised:*

- *Local Recovery Plan 2016 (Attachment 7.2.1.1A); and*
  - *Local Emergency Management Arrangements 2016 (Attachment 7.2.1.1B);*
- and refer to the State Emergency Management Committee for noting.*

#### **7.2.2. CORRIGIN RECREATION & EVENTS CENTRE ADVISORY COMMITTEE**

Minutes of the Corrigin Recreation & Events Centre Advisory Committee meeting held on 7 June 2016 at the Corrigin Recreation and Events Centre (Cyril Box Function Room) Larke Crescent, Corrigin (Attachment 7.2.2).

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

*That the Minutes of the Corrigin Recreation & Events Centre Advisory Committee meeting held on the 7 June 2016 at the Corrigin Recreation and Events Centre (Cyril Box Function Room) Larke Crescent, Corrigin (Attachment 7.2.1) be received.*

*Recommendations from the Corrigin Recreation & Events Centre Advisory Committee held on the 7 June 2016 are addressed in Item 7.2.2.1.*

#### **7.2.2.1. MANAGEMENT AND HIRING ARRANGEMENTS**

*That Committee recommend to Council to adopt the Management and Hiring Arrangements (Attachment 7.2.2.1)*

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

*That Council adopt the Management and Hiring Arrangements (Attachment 7.2.2.1)*

#### **7.2.3. SHIRE OF CORRIGIN INFRASTRUCTURE AND BUILDING MAINTENANCE COMMITTEE**

Minutes of the Shire of Corrigin Infrastructure and Building Maintenance Committee held on Monday 16 May 2016 at the Council Chambers, 9 Lynch Street Corrigin (Attachment 7.2.2.1)

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

*That the minutes of the Shire of Corrigin Infrastructure and Building Maintenance Committee held on Monday 16 May 2016 and as provided in Attachment 7.2.3 be received.*



## 8. MATTERS REQUIRING A COUNCIL DECISION

### 8.1. Corporate & Community Services Reports

#### 8.1.1. CORRIGIN COMMUNITY RESOURCE CENTRE – MAY 2016

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Heather Ives, Coordinator Community Services
Disclosure of Interest:	No interest to disclose
File Number:	CS 0008
Attachment Reference:	Nil

#### WBN “Shopping Locally” Project

WBN to partner with CRC to undertake price comparisons of everyday consumer items from Corrigin and compare to metropolitan prices (with added costs of travel, accommodation etc). Prices to be obtained for a selection of food, fuel, stationery, hardware items, approx 30 – 40 items from about 3-4 shops in towns. Information used to show community price comparison (anticipate it is going to be cheaper to “shop locally”) via posters in shop windows, adverts in your local newspaper etc.

#### CORRIGIN CRC Monthly Usage – May 2016:

CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES					
SERVICES / FEES	MTHLY	YTD from July 15	SALES	MTHLY	YTD from July 15
Internet Use / Computer Use	61	487	Phonebook Sales	11	214
Photocopying / Printing / Faxing	50	451	Moments In Time Books	0	8
Laminating / Binding / Folding	8	63	Books Sales	1	4
Secretarial Services / Scans / CD B	14	96	Wrapping Paper / Postcard Sa	0	18
Room Hire	9	77	Polo Shirt / Eco Bag Sales	0	51
Equipment Hire	0	14	Phonecalls	0	2
Training / Course Fees	1	25	Sale of Assests	0	9
Resource Centre Membership Fee	0	15	Comedy Show - Ticket Sales	0	60
Exam Supervision	1	5	Movies in the Park - BBQ Sales		108
Movie Club Fees	14	58			
		0			
<b>Total</b>	<b>158</b>		<b>Total</b>	<b>12</b>	
<i>Monthly People through :</i>	<b>170</b>				
CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICE	MTHLY	YTD from July 15	SERVICE	MTHLY	YTD from July 15
Department of Human Services	65	844	Broadband for Seniors (+Web	5	82
Phonebook Enquiries	15	74	General Enquiries (Face to Fa	144	747
Tourism	22	366	General (Email/Phone/Webst	112	1306
Government Access Point	7	84	Corrigin Toy Library	9	101
Conferences/Training / Westlink	67	786	TR Homes (Referrals)	0	4
Video Conference	10	21			
<b>Total</b>	<b>186</b>		<b>Total</b>	<b>270</b>	
<i>Monthly People through :</i>	<b>456</b>				
TOTAL FOR THE MONTH OF MAY:	<b>626</b>				

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

COMMUNITY ECONOMIC / BUSINESS and SOCIAL DEVELOPMENT BOOKINGS			
Description	No's	Room	Govt. Hot Office Booking (HO) / Com. Booking ©
CRC Regional Workshop	13	Conference Room	Commercial Booking
Skill Hire - Employment Services	1	Video Conference Room	Commercial Booking
Movie Club - May	14	Conference Room	n/a
Bar Managers Course	20	Conference Room	Commercial Booking
Holyoake - Councillng Services	5	Professional Office	Commercial Booking
Video Conference Training	1	Video Conference Room	n/a
Skill Hire - Employment Services	1	Video Conference Room	Commercial Booking
Forrest Personel - Employment Services	5	Video Conference Room	Commercial Booking

**CORRIGIN CRC - Annual Summary Report:**

	JUL	AUG	SEPT	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		6732
													<b>61450</b>

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

None known

**FINANCIAL IMPLICATIONS**

None known

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**Focus area: Various**

**Goal : Various**

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**STRATEGIC THEMES**

**Various**

The operation and activities of the Corrigin Community Resource centre meets a variety of focus areas and goals.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receives the Corrigin Community Resource Centre Report for the month of May.*

### **8.1.2. ACCOUNTS FOR PAYMENT – MAY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	13 <sup>th</sup> June 2016
Reporting Officer:	Belinda Fidge, Finance Officer - Creditors
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.2

#### **SUMMARY**

That Council is provided 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 for the Council meeting and also during the month of May 2016 are attached.

After payment of the following cheque EFT and Direct Debit payments, the balance of creditors will be \$237,188.58.

#### **STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2015/2016 Annual Budget.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

#### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council endorse:*

- 1. Cheques 20098, 20100 – 20107 payments in the Municipal fund totalling \$13,284.20;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$255,168.09;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$4,325.84;*
- 4. Direct Debit (DD) payments in the Licensing Trust Account of \$32,378.25; and*
- 5. Total payments for May 2016 of \$305,156.38.*

### **8.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Belinda Fidge, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.3

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating the use of credit card payments for the period 30 March 2016 to 28 April 2016.

#### **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 Finance Manager, to confirm that all expenditure has been occurred, 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 Finance Manager 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 2.15 – Corporate Credit Cards and;  
Policy 2.9 Purchasing Policy

#### **FINANCIAL IMPLICATIONS**

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2015/2016 Annual Budget.

## **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

### **6.2 Focus area two: Developing Leadership**

#### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## **5. STRATEGIC THEMES**

### **5.2 Developing Leadership**

<b>Strategic Community Plan link</b>	<b>Strategies</b>
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council in accordance with Attachment 8.1.3, endorse credit card payments made for the period 30 March to 28 April 2016 totally \$390.64.*

#### **8.1.4. MONTHLY FINANCIAL REPORT – MAY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0036
Attachment Reference:	Attachment 8.1.4

#### **SUMMARY**

For Council to review and accept the monthly Financial Report for the month ending 31 May 2016.

#### **BACKGROUND**

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

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 statements as **Attachment 8.1.4**.

#### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996.*

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Monthly Statement of Financial Activity.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

#### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:



**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Statement of Financial Activity for the month ending 31 May 2016 included as Attachment 8.1.4 and as presented, and notes any material variances.*

### **8.1.5. INTEGRATED PLANNING - ADOPTION OF UPDATED CORPORATE BUSINESS PLAN**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CM 0049
Attachment Reference:	Attachment 8.1.5

#### **SUMMARY**

The *Local Government (Administration) Regulations 1996* explain that the “Plan for the Future” referred to in section 5.56 of the *Local Government Act 1995* is made up of the 10 year Strategic Community Plan and a 4 year Corporate Business Plan, both of which must be adopted by absolute majority of council.

This item, following review, seeks council’s adoption of the Shire of Corrigin’s Corporate Business Plan.

#### **BACKGROUND**

Council adopted its 10 year Strategic Community plan, at its June 2013 ordinary meeting and this document based on extensive community consultation, formed the basis on which the Councils Corporate and Workforce Plans have been developed. Council then adopted the current Corporate Business Plan in June 2013. Whilst the *Local Government (Administration) Regulations 1996* requires the Corporate Business Plan to be reviewed every 12 months, this does not appear to have been undertaken since the original adoption of the Corporate Business Plan. Council will be aware that once this plan is adopted the new ‘cycle’ of review will begin immediately, starting with a review of the Strategic Community Plan in 2017.

#### **COMMENT**

The Strategic Community Plan as the overarching document in the integrated planning framework outlines the community’s long term vision and aspirations for the Shire whilst the Corporate Business Plan details how that vision will be achieved. The underlying objective of the Department of Local Government’s approach to integrated Planning and Reporting is to create a process of continuous improvement and review.

The plan before Council constitutes the first review of the original plans adopted in 2013. To aid the process of continuous improvement and alignments with community aspirations, the Strategic Community Plan and Workforce Plan have recently been reviewed and the Shire’s performance is regularly monitored and reported. In light of this, Councillors recently undertook a workshop to review the Corporate Business Plan and as a result, **Attachment 8.1.5** includes the revised document modified to reflect outcome of Councillor/staff discussions.

Essentially the goals within the plan remain unchanged from the Corporate Business Plan adopted in 2013. Within the reviewed plan, sub goals have been identified to assist with meeting the broad goals. It is intended that this will provide additional guidance to Councillors and management to assist in achieving each goal.

Management are currently reviewing Council’s Long Term Financial Plan (LTFP), which was adopted in June 2013. The reviewed Corporate Business Plan is an informing strategy to the LTFP with the goals and any associated costs, both existing and new, to be included in the LTFP review.

The review of the LTFP will have a direct impact on the ability to meet the goals set within the Corporate Business plan, should there be any major impact, Council may need to reconsider the Corporate Business plan and update priorities.

It should be noted that another process to commence in 2017 will be a holistic review of the Strategic Community Plan, involving a public engagement and submission period. In this regard initial discussions have already taken place at officer level in preparation of this process and which is likely to have an impact on a future Corporate Business Plan.

## **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.*
- 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."*

*\*Absolute majority required.*

#### **POLICY IMPLICATIONS**

The purpose of 'Plans for the Future' is that all plans are integrated. Therefore the Corporate Business Plan presented for adoption today is influenced by the Strategic Community Plan, and accordingly influence the long Term Financial Plan for the Shire.

#### **FINANCIAL IMPLICATIONS**

There are no known financial implications as a result of this recommendation

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

##### **Goal Four: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

#### **5. STRATEGIC THEMES**

##### **5.2 Developing Leadership**

<b>Strategic Community Plan link</b>	<b>Strategies</b>
Goal 4-1	Develop Council appropriate policies that enable good: governance, development, services and growth

#### **VOTING REQUIREMENT**

Absolute Majority

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

That Council in accordance with s5.56 *Local Government Act 1995* and s19DA *Local Government (Administration) Regulations 1996*, adopts the Shire of Corrigin's Corporate Business Plan as provided at Attachment 8.1.5.

### **8.1.6. CHIEF EXECUTIVE OFFICER FINANCIAL MANAGEMENT REVIEW**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Rob Paull, Chief Executive Officer Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM 0047
Attachment Reference:	Attachment 8.1.6

#### **SUMMARY**

In accordance with the s5(2) (c) of the *Local Government (Financial Management) Regulations 1996* ('Regulations') a local government is required to undertake a review of its financial management systems and procedures every four years. It is the responsibility of the Chief Executive Officer (CEO) to ensure that the review of the financial management systems and procedures is undertaken and report the results to Council.

Council is requested to accept the Shire of Corrigin Financial Management Review Report June 2016 from Moore Stephens Chartered Accountants (**Attachment 8.1.6**), to be utilised by the CEO to manage his obligations in relation to his financial management duties in accordance with s5(2).

#### **BACKGROUND**

A financial management review was undertaken by Moore Stephens in April 2016. The Financial Management Review Report June 2016 is attached to this item.

The report concluded that based on Moore Stephens work described in the report, nothing has come to their attention to indicate the Shire of Corrigin has not established and maintained, in all material respects, appropriate and effective financial management systems and procedures during the period 1 July 2015 to 31 March 2016.

#### **COMMENT**

Moore Stephens has identified a number of matters that in their opinion, recommends should be addressed. As the report was received in June 2016 and prepared for the June Council meeting, management have not had the opportunity to take action on all items identified. However these items will be addressed in the coming weeks.

The following is a summary of the items of concern identified in the *Financial Management Review Report June 2016* along with the action taken or to be taken to address the issues raised:

#### **BANK RECONCILIATIONS**

##### **Moore Stephens Comments:**

*An examination of bank reconciliations and procedures for the period under review noted they are up to date as well as being prepared regularly and promptly for all bank accounts. However, one exception was noted as follows:*

- ***There was no evidence of review of the Trust and Reserves Bank Reconciliations for the months of August and September 2015 and February and March 2016.***

***Bank reconciliations are of primary control importance and are the catalyst for many transactions in other ledger accounts.***

**To help ensure the bank reconciliations are correct, as well as prepared regularly and promptly, they should be reviewed by a senior staff member independent of preparation. This review should also seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.**

**Management Comments / Actions:** A review of Bank reconciliation has always been part of monthly procedures. Bank reconciliations are intended to be prepared by the Finance Manager and reviewed by the Deputy Chief Executive Officer (DCEO). Since the Finance Manager position has been vacant, the DCEO has been preparing the Bank reconciliations and therefore is unable to conduct the review. On the appointment of a Finance Manager, the 'independent' review will re-commence, which will include all monthly bank reconciliations.

## **RATES**

### **Moore Stephens Comments:**

*The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.*

*Detailed testing of a sample, randomly selected, of eight annual rate notices, five interim rate notices and three instalment notices, was performed. This included:*

- *sighting the notices;*
- *re-performing the calculations;*
- *ascertaining whether the valuations applied agree to Landgate's valuation roll/report;*
- *ascertaining whether rates per dollar imposed are as adopted budget;*
- *ensuring the rate system is properly updated; and*
- *checking proper posting to the general ledger.*

*From testing, we concluded the rate system and record is being properly maintained, rates are correctly imposed as well as posted to the general ledger.*

*However, one exception was noted as follows:*

- ***The rate notice or accompanying information did not include a brief statement that rebates under the Rates and Charges (Rebates and Deferments) Act 1992 are funded by the Government of Western Australia as required by Local Government (Financial Management) Regulation 56(4)(ha).***

***Comment: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.***

*As the above matter represents non-compliance with Financial Management Regulations, it may be carried forward to our audit report for the year ended 30 June 2016.*

**Management Comments / Actions:** This issue is being addressed with the order of new rate notice stationery including the required statement as noted above.

## **PURCHASE, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)**

### **Moore Stephens Comments:**

*Detailed testing of a sample, randomly selected, of twenty transactions, was performed to determine whether purchases were authorised/budgeted and payments were supported, certified, authorised and correctly allocated.*

*The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place to help ensure liabilities are properly recorded and payments are properly controlled. In general, controls and procedures over payments and payables are operating effectively and are appropriate for the Shire's current scope of operations.*

*However, the following exceptions were noted:*

- ***Changes to Creditors' details are normally performed by the Creditors' officer. We noted no independent review by a senior person.***

***Comment: To help ensure all creditors' details are updated properly, any changes to the Creditors' master file should be reviewed by a senior staff member independent of preparation. This should also be signed as evidence of review.***

**Management Comments / Actions:** Investigations are currently underway to obtain a report from Synergy Soft to provide a monthly list of creditor's changes. Should a report exist or can be created, the report and supporting documentation will be included as part of the end of month procedures, which will be reviewed by a senior officer.

It is noted that, if possible, management will apply this end of month procedure to payroll changes.

**Moore Stephens Comments:**

- ***We noted ABA files are saved in a common folder where anyone could gain access. This may result in unauthorised changes to the banking details used for EFT payments causing losses to the Shire if not detected at the point of authorisation.***

***Comment: To help ensure all payments made are bona fide and appropriately authorised, ABA files should be saved in a restricted access folder.***

**Management Comments / Actions:** This issue has been discussed with the responsible staff who has been instructed to save the ABA files on an external hard drive, which will be secured safely. It is noted that a random audit of bank account details within the ABA file is already performed to ensure the validity of bank account details.

### **CREDIT CARD PROCEDURES**

**Moore Stephens Comments:** A review of the Shire's credit card procedures was performed to determine if adequate controls were in place.

*Three credit cards are currently in use. We judgmentally selected and tested two credit cards transactions for four months to determine whether they are legitimate and usual in the context of the Shire's operations. This included:*

- *sighting tax invoices;*
- *ascertaining whether the transaction was for bona fide Shire's business; and*
- *determining whether transactions were in line with the Shire's policy.*

*Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.*

*However, one exception was noted as follows:*

- ***The credit card agreement between the cardholders and the Shire could not be located for two employees.***

**Comment:** *To help ensure adherence to the Shire's credit card policy, all staff who have been allocated a credit card should sign the Shire's credit card usage agreement and the signed documents should be safely be filed at the Shire's administration office.*

**Management Comments / Actions:** The above is a result of the misfiling of the agreements. It has been confirmed that the agreements had been completed however the staff member responsible for completing the agreements has misfiled them. As this staff member is no longer employed by the Shire, staff are not able to locate the documents. A review of the credit card agreements file is currently being undertaken and new agreements will be drawn up and filed where required.

### **SALARIES AND WAGES**

**Moore Stephens Comments:** *Detailed testing of a sample, judgementally selected, of eight individual employees, were selected over eight pay runs and for each employee, testing was performed to help ensure:*

- *the employee existed;*
- *the correct rate of pay was used;*
- *non-statutory deduction authorities are on hand;*
- *time sheets are properly completed and authorised;*
- *hours worked are authorised; and*
- *allocations are reasonable and correctly posted.*

*In addition, we selected the first pay of two new employees and the last pay of two terminating employees.*

*The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries were properly processed and payments are properly controlled. Overall reporting was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.*

*However, the following exceptions were noted as follows:*

- ***Timesheets for the administrative staff are not approved by a senior staff member.***

**Comment:** *To help ensure all time entries are bona fide and appropriately authorised, timesheets should be approved by a senior staff member*

**Management Comments / Actions:** Individual employee timesheets for administrative staff have been introduced to all staff (including the CEO and DCEO) and are approved by the relevant manager.

**Moore Stephens Comments:**

- ***We noted that ABA files are saved in a common folder where anyone could gain access. This may result in unauthorised changes to the banking details used for EFT payments causing losses to the Shire if not detected at the point of authorisation.***

**Comment:** *To help ensure all payments made are bona fide and appropriately authorised, ABA files should be saved in a restricted access folder.*

**Management Comments / Actions:** This issue has been discussed with the responsible staff member who has been instructed to save the ABA files on an external hard drive, which will be secured safely. It is noted that a random audit of bank account details within the ABA file is already performed to ensure the validity of bank account details.



**FIXED ASSETS (INCLUDING ACQUISITIONS AND DISPOSAL OF PROPERTY)**

**Moore Stephens Comments:** *The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.*

*A sample of five asset additions and one disposal were judgementally selected and testing performed to ensure:*

- *the tax invoices existed;*
- *correct posting to the general ledger;*
- *fixed assets register was promptly updated;*
- *classification of assets was correct; and*
- *Six assets were judgementally selected and testing performed to ensure the depreciation rates used are in line with the Shire's policy.*

*We concluded fixed assets are properly accounted for and supporting controls are operating effectively, except for the following:*

- ***The depreciation rates for infrastructure were not updated promptly in the fixed asset register. Consequently, depreciation has not been calculated properly.***

***Comment:*** *To help ensure depreciation is properly calculated for financial and management reporting purposes, the fixed assets register should be promptly updated with the correct depreciation rates.*

**Management Comments / Actions:** A fair value review of infrastructure was conducted as at 30 June 2015. As with other fair value reviews, a review of depreciation rates is conducted to ensure that the new value and estimated remaining useful life is taken into consideration when calculating depreciation. This review will occur prior to 30 June 2016 with any adjustments to rates applied and depreciation adjusted.

**Moore Stephens Comments:**

- ***Whilst fixed assets were updated into the fixed assets register regularly, the register was only reconciled to the general ledger at year end.***

***Comments:*** *To help ensure adequate control is maintained over fixed assets and for ease of control of calculation of depreciation as well as reconciliations, full fixed assets reconciliations should be prepared on a regular basis and reviewed by a senior staff member independent of preparation. This review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly*

***Whilst we acknowledge control exists at year end, a more regular process makes it easier to balance fixed assets, particularly at year end. At the very least, this reconciliation should occur on a quarterly basis.***

**Management Comments / Actions:** Since the Finance Managers position being vacant the DCEO has re-commenced the review of fixed assets including preparing monthly fixed asset reconciliation.

- ***The Shire has not included Crown land operated by the local government as a golf course on its Statement of financial position as required by Local Government (Financial Management) Regulation 16.***

**Comment: To help ensure compliance with statutory provisions, this requirement should be correctly addressed in the future.**

**Management Comments / Actions:** Council's has engaged Griffin Valuation Advisory, who has prepared other valuations for Council to provide a fair value for the golf club crown land and which are anticipated to be provided from the 30 June 2016 financial reports.

#### **COST AND ADMINISTRATION OVERHEAD ALLOCATIONS**

**Moore Stephens Comments:** The Shire's cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis or rates used to ensure they are appropriate and regularly reviewed.

Our review noted public works overheads have not been fully allocated at 31 March 2016. Whilst this has no effect on the net operating result, it may distort the true cost of individual jobs and specific expenditures at a given point in time.

**Comment: To help ensure public works overheads are fully allocated, allocation rates should be reviewed on a regular basis and revised where applicable. Rates used should be supported by documentary evidence comprising supporting work papers which should be printed and filed in the monthly reconciliation files.**

**Management Comments / Actions:** Public overhead rates are reviewed as part of the budget process taking into consideration over/under allocation for the previous years and the public works overheads budget for the upcoming year.

Some local governments charge out their overheads on a % of year to date costs, however management believes that this is not the most accurate way to allocate public overheads as it results in jobs carried out at the start of the year having a high overhead rate and the jobs at the end of the year having a limited overhead rate. Management charges out its overhead rates on an hourly rate, which allows for expenses occurred or expected to occur to be allocated over the whole financial year and across all jobs.

The issue with this method is that it should there be a variance in actual expenditure versus budget expenditure and actual employee hours versus budget hours that this can result in an end of year variance. This variance is address as part of managements End of Year reconciliation, which all variances are re-directed to all jobs carried out through the financial year.

The second issue with this method is it may appear that public works overheads are not being fully allocated during the year. This has been the case when Moore Stephens conducted their review.

Management believes that the current form of allocation of public works overheads is the most accurate method and will continue to manage and review as it is currently done.

#### **IT GENERAL ENVIRONMENT**

**Moore Stephens Comments:** During our review of the Shire's general IT environment, we noted the general IT controls appear to be operating effectively except for the following matter:

- **Passwords are not changed on a regular basis.**

**Comment: To help ensure no unauthorised access to the server, passwords should be changed regularly.**

**Management Comments / Actions:** This issue has previously been discussed with Council's IT consultant (Perfect Computer Solutions), however the issue is still pending. Management will follow up with Perfect Computer Solutions to introduce unique passwords that require regular updating. In addition, staff will also establish if these changes can be applied to Council Financial Software.

#### **PLAN FOR THE FUTURE**

**Moore Stephens Comments:** *The Strategic Community Plan and Corporate Business Plan together comprise the Plan for the Future. The Shire's current Strategic Community Plan and Corporate Business Plan were adopted in June 2013. From examination they appeared to meet all statutory requirements with the following exception:*

- ***The Corporate Business Plan has not been reviewed annually since adopted by the Shire.***

**Comment:** *To help ensure compliance with the Local Government (Administration) Regulation 19DA, the Corporate Business Plan should be reviewed annually.*

**Management Comments / Actions:** Management have reviewed the Corporate Business Plan which is presented to Council at the June 2016 Ordinary Council meeting. Management will include the annual review of the Corporate Business Plan as part of the annual budget process to ensure future compliance.

The *Financial Management Review Report* is presented to Council for formal receipt and consideration.

#### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996 (Regulations)*

S5(2)(C) of the *Regulations* requires that the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government the results of those reviews.

S5(1) of the *Regulations* requires that the Chief Executive Officer establish efficient systems and procedures:

- a) *For the proper collection of money owing to the local government;*
- b) *For the safe custody and security of all money collected or held by the local government;*
- c) *For the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);*
- d) *To ensure proper accounting for municipal or trust:*
  - i. *Income received or receivable;*
  - ii. *Expenses paid or payable; and*
  - iii. *Assets and liabilities;*
- e) *To ensure proper authorisation for the incurring of liabilities and the making of payments;*
- f) *For the maintenance of payroll, stock control and costing records; and*
- g) *To assist in the preparation of budgets, accounts and reports required by the Act or these regulations.*

#### **POLICY IMPLICATIONS**

Council does not have a policy in relation to this matter.

## FINANCIAL IMPLICATIONS

There are no known financial implications as a result of this recommendation

## COMMUNITY & STRATEGIC OBJECTIVES

### 6.2 Focus area two: Developing Leadership

#### Goal Four: We want to strengthen our community's position for the future

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## 5. STRATEGIC THEMES

### 5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire's finances and financial service activities to ensure the continuous, sustained operation of Council.

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council:*

1. *Accept the Shire of Corrigin Financial Management Review Report June 2016 from Moore Stephens Chartered Accountants (Attachment 8.1.6), to be utilised by the Chief Executive officer (CEO) to manage his obligations in relation to his financial management duties in accordance with Local Government (Financial Management) Regulation 1996 s 5(2).*

## **8.2. Governance and Compliance Reports**

### **8.2.1. ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH 1 MAY 2016 TO 31 MAY 2016**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Deb Whitehead, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Various
Attachment Reference:	Nil

#### **SUMMARY**

To report back to Council actions performed under delegated authority for the period 1 May 2016 to 31 May 2016.

#### **BACKGROUND**

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals issued
- Building Permits issued
- Health Approvals issued
- One off delegations to the Chief Executive Officer
- Affixing of Common Seal

#### **COMMENT**

The following tables outline the actions performed within the organisation relative to delegated authority from the period 1 May 2016 to 31 May 2016 and are submitted to Council for information.

#### ***Delegation 5B***

##### *Power to Defer, Grant Discounts, Waive or Write Off Debts Waive fees*

- Chief Executive Officer waived the fees for the hire of the CWA Building for use by IGA for the Biggest Morning Tea.
  
- Chief Executive Officer waived the fees for the Corrigin Creative Arts Club for Traders Permit for the Monthly Markets

#### ***Common Seal***

No delegated decisions were undertaken by Shire pursuant to the use of the Common Seal for the period 1 May 2016 to 31 May 2016.

#### ***Food***

##### *Food Act 2008*

No delegated decisions were undertaken by Shire pursuant to the Food Act 2008 from the period 1 May 2016 to 31 May 2016.

#### ***Hawkers, traders and stall holders for the period 1 March 2016 to 31 March 2016***

No delegated decisions were undertaken by Shire pursuant to Hawkery, traders and stall holders from the period 1 May 2016 to 31 May 2016.

**Public Buildings**

*Health Act 1911, Part VI Health (Public Buildings) Regulations 1992*

No delegated decisions were undertaken by Shire pursuant to public building matters from the period 1 May 2016 to 31 May 2016.

**Lodging houses**

*Health Act 1911, Part V, Division 2*

No delegated decisions were undertaken by Shire pursuant to lodging house matters from the period 1 May 2016 to 31 May 2016.

**Caravan parks and camp grounds**

*Caravan Parks and Camp Grounds Act 1995*

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds matters from the period 1 May 2016 to 31 May 2016.

**Septic Tank Approvals**

*Health Act 1911; Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974*

No delegated decisions were undertaken by Shire pursuant to the Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974 for the period 1 May 2016 to 31 May 2016.

**Planning Approval**

*Planning & Development Act 2005 – Part 10 Div. 2; Shire of Corrigin Planning Scheme No. 2 – Cl 8.8*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
19/5/2016	PA751/12/14	Extension of Planning Approval	M & S Weguelin	N/A
23/5/2016	PA387/06/16	Proposed Domestic Outbuilding (Shed)	Angus Sellars	N/A

**Building Permits**

*Building Act 2011*

<b>Date of decision</b>	<b>Decision Ref.</b>	<b>Decision details</b>	<b>Applicant</b>	<b>Other affected person(s)</b>
16/5/2016	BA20-2016	Fence & Chemical Storage Tank	Russell Kiellor	N/A

**STATUTORY ENVIRONMENT**

*Building Act 2011*

*Local Government Act 1995 - Section 9.49A*

*Planning & Development Act 2005 – Part 10 Div. 2*

*Shire of Corrigin Planning Scheme No. 2 – Cl 8.8*

*Health Act 1991 – S.107; Health Act 1911, Part VI*

*Health (Public Buildings) Regulations 1992*

**POLICY IMPLICATIONS**

There are no known policies or policy implications relating to this Item.

#### **FINANCIAL IMPLICATIONS**

There are no known financial implications relating to this Item.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

#### **Goal Five: We want to strengthen our community's position for the future**

<b>Strategy</b>	<b>Outcome</b>
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

#### **5. STRATEGIC THEMES**

#### **5.2 Developing Leadership**

<b>Strategic Community Plan link</b>	<b>Strategies</b>
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

#### **COUNCIL MEETING STATUS REPORT**

The following Status Report is for Council information only.

## SHIRE OF CORRIGIN STATUS REPORT 2015/2016 AS AT 31 MAY 2016

MINUTE REF	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
8633 20/10/2015	The Chief Executive Officer to undertake an investigation that addresses the reinstatement of a 72 hour stopover area for self-contained Recreation Vehicles (RV's) in the town of Corrigin and for the resultant report to be provided to Council at the Chief Executive Officer's earliest possible convenience.	CEO	Assessment and referral to Council	In Progress
8643 17/11/2015	<p>That Council pursuant to Section 3.12 of the Local Government Act 1995:</p> <ol style="list-style-type: none"> <li>1. Adopts the proposed Shire of Corrigin Animals, Environment and Nuisance Local Law (Attachment 10.2.2 modified 2.28 (2) to reflect "townsite;" general modification to include discretion to the Veterinarian for the number of animals ) for advertising</li> <li>2. Gives State-wide public notice stating that:               <ol style="list-style-type: none"> <li>a. The Shire of Corrigin propose to make an Animals, Environment and Nuisance Local Law;                   <ol style="list-style-type: none"> <li>i. The purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District and</li> <li>ii. The effect of which is to establish the requirements with which any person keeping animals or undertaking activities that have the potential to impact the environment or create nuisance must comply;</li> </ol> </li> <li>b. A copy of the proposed local law may be inspected or obtained at any place specified in the notice;</li> <li>c. Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 6 weeks after the notice is given.</li> </ol> </li> <li>3. Provides a copy of the proposed local law and notice to the Minister for Local Government and Minister for Health.</li> <li>4. Directs the Chief Executive Officer to prepare a report to Council detailing submissions from the community at the</li> </ol>	GPO /EHO	Advertising required	In progress and to be referred back to Council after advertising



*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	first Council meeting following the closure of submissions.			
8655 15/12/2015	That a plaque be erected at the Corrigin Recreation and Events Centre (CREC) acknowledging businesses and groups that have contributed to the cropping arrangements and benefits that cropping has provided for the fit out of the CREC.	GPO	Plaque to be ordered with the rest of Sponsor plaques	In Progress
17/2016 16/2/2016	That Council commit to the expenditure of an additional \$15,000 to GL 7800 "Bendering Tip Expenditure" as a contribution to enable the construction of the trenches.  Amend the 2015/16 Budget at the March 2016 Budget Review.	1. EMCCS  2. EMCCS	1. Arrange for commitment of additional \$15,000 to Bendering Tip Expenditure 2. Amend the 2015/16 Budget at March Budget Review	1. Completed  2. Pending
20/2016 16/2/2016	That Council: 1. Adopt the draft "Planning Policy - Areas of Potential Flood Risk within the Corrigin Townsite" as included as Attachment 10.2.2(B) and 2. Advertise in accordance with clause 7.3 of the Shire of Corrigin Town Planning Scheme No. 2 (District Planning Scheme). 3. Directs that upon completion of the advertising period referred to in 1. above, the matter to be referred back to Council for further consideration. 4. Council to request the CEO investigate the cost of remodelling the "flood map" for clarification of flood risk in the area.	1. CEO  2. GEO  3. CEO  4. CEO	1. No action required  2. Advertising in Narrogin Observer 25/2/2016 3. Assessment and referral to CEO to refer back to Council 4. Council request investigation by CEO	1. Completed  2. Completed  3. Pending  4. Pending
39/2016 16/2/2016	That Council: 1. Authorises the Chief Executive Officer to offer for sale the Shire of Corrigin's 25% share of the weighbridge located at the Regional Waste Site located in Bendering and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995. 2. Requests the Chief Executive Officer to confer with the member local governments within the Roe Regional Organisation of Councils to ensure wide advertising of the weighbridge and to refer the matter back to Council at the conclusion of advertising the sale for consideration.	1. CEO  2. CEO	1. CEO to notify RoeROC of Council's decision  2. CEO to confer with other LGA's re: advertising and refer back to Council at conclusion	1. Pending  2. Pending

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

<p>55/2016 21/03/2016</p>	<p>1. That Council note the finalisation of the Memorandums of Understanding (MOU's) between the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey Club is progressing and it is anticipated that agreement on the MOU's will be finalised before the start of the 2016 Football, Netball and Hockey seasons.</p> <p>2. That Council request the Chief Executive Officer to make suitable arrangements to change the settings of the freezer in the Function Room to a setting of a refrigerator which can be locked to enable Clubs to retain their liquid refreshments in the refrigerator over a season.</p>	<p>1. CEO</p> <p>2. CEO</p>	<p>1. No action required</p> <p>2. CEO to investigate</p>	<p>1. In Progress</p> <p>2. Pending</p>
<p>56/2016 21/03/2016</p>	<p>That Council:</p> <p>1. Endorse the direction of the following documents 2016 season: (Attachments 7.2.5.4A to 7.2.5.4E) and for finalised forms to be referred back to the CREC Advisory Committee for further recommendations: but until such time allow that these forms continue to be used in their current state.</p> <ul style="list-style-type: none"> <li>• Booking Application form (Attachment 7.2.5.4A)</li> <li>• Clean-up checklist (Attachment 7.2.5.4B)</li> <li>• Application for discounted hire (Attachment 7.2.5.4C)</li> <li>• Application to consume alcohol (Attachment 7.2.5.4D)</li> <li>• CREC Hire Terms and Conditions. (Attachment 7.2.5.4E)</li> </ul> <p>2. Proceed with entering into agreements with the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey club.</p>	<p>1. CEO</p> <p>2. CEO</p>	<p>1. No action required</p> <p>2. CEO</p>	<p>1. Completed</p> <p>2. Pending (matter to be addressed by Council at the 21 June Council meeting)</p>
<p>68/2016 21/03/2016</p>	<p>That Council</p> <p>(1) Support the amalgamation of the Administration Service Centre and the Corrigin Resource Centre (CRC) Service Centre into one single operating counter to operate from the CRC Service Centre fronting Larke Crescent and as outlined in this Report.</p> <p>(2) Request the Chief Executive Officer (CEO) to ensure that the amalgamation of Service Centres as provided for in 1) above only occur in consultation with the Shire President and where the CEO and Shire President are satisfied that the necessary training, counter modifications, new telephone system for the whole of the building and comprehensive local advertising program to inform the community about the changes have been established.</p>	<p>1. CEO</p> <p>2. CEO</p>	<p>1. No action required</p> <p>2. Ensure amalgamation and modifications continue</p>	<p>1. CEO</p> <p>2. In Progress</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	<p>(3) Approves the CRC opening hours to be from 9am – noon; 1pm – 4.30pm until amalgamation of amalgamation of Service Centres as provided for in 1) above is undertaken where the CRC hours will be the same as the Shire hours being from 8.30am – 4.30pm.</p> <p>(4) Request the Chief Executive Officer to prepare a revised Council policy 1.4 – Office hours for Council’s consideration reflecting 1) and 3) above.</p>	<p>3. GEO</p> <p>4. CEO</p>	<p>3. No action required</p> <p>4. CEO to prepare revised policy</p>	<p>3. Completed</p> <p>4. Pending</p>
<p>76/2016 21/03/2016</p>	<p>That Council</p> <p>1. Recognise people, businesses and organisations based on their whole contribution to the construction of Corrigin Recreation and Events Centre (CREC) which is to include cash donations, grain donations and in-kind donations on a single honour board to be located in the CREC as follows :</p> <ul style="list-style-type: none"> <li>• Diamond Sponsors (of at least \$25,000)</li> <li>• Platinum Sponsors (of between \$10,000 - \$24,999)</li> <li>• Gold Sponsors (of between \$5,000 - \$9,999)</li> </ul> <p>2. Accept that for the purpose of determining Supporter Levels for the Corrigin Recreation and Events Centre (CREC), Council accepts:</p> <ul style="list-style-type: none"> <li>• either cash, grain and/or in kind contributions; and</li> <li>• an accumulation of either cash, grain and/or in kind contributions;</li> </ul> <p>will be used to determine levels of recognition excluding the direct contributions to the Rockview Community Cropping program.</p> <p>3. On the same honour board the businesses and groups who contributed to the Rockview Community Cropping program will be separately recognised and collectively be acknowledged as a Diamond Sponsor.</p> <p>4. Resolutions 1-3 reflect contributions received up to 21 March 2016.</p>	<p>1.CEO/GPO</p> <p>2.CEO/GPO</p> <p>3.CEO/GPO</p> <p>4.CEO/GPO</p>	<p>1. Organise sponsors plaques</p> <p>2. Organise sponsors plaques</p> <p>3. Organise sponsors plaques</p> <p>4. Organise sponsors plaque</p>	<p>1. Pending</p> <p>2. Pending</p> <p>3. Pending</p> <p>4. Pending</p>
<p>82 19/4/2016</p>	<p>That Council modify part 2 of the Corrigin Football Club Seasonal Hire Agreement, part 2 of the Corrigin Netball Club Seasonal Hire Agreement and part 2 of the Corrigin Hockey club Seasonal Hire Agreement with the Corrigin Football Club, Corrigin Netball Club and Corrigin Hockey club to allow for two season events in the Cyril Box</p>	<p>DCEO</p>	<p>Hire agreement to be modified and clubs notified.</p>	<p>In Progress</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	function area as part of the annual levy entitlements in 2016 season.			
84 19/4/2016	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Thank the representatives from the Corrigin Bowling Club for their attendance and presentation to the Committee;</li> <li>2. Again express in principle support to the Corrigin Bowling Club to relocate to Corrigin's sporting precinct and at CREC on the basis of an overwhelming community benefit to have sporting groups at the sporting precinct; and</li> <li>3. Seek to include in the 2016/17 Budget, appropriate funds on a 50/50 (or if CRFF funds are available, one third each) to adequately develop a 'business case' and concept plan for the Corrigin Bowling Club to either: <ul style="list-style-type: none"> <li>• re-develop the Club's site in Walton Street with an appropriate artificial playing surface and improved facilities; or</li> <li>• relocate to the Corrigin sporting precinct with an appropriate artificial playing surface comprising single (large) green with 8 rinks and area of approximately 45mx45m with use of CREC; or</li> <li>• alternate site with appropriate facilities, artificial playing surface comprising single (large) green with 8 rinks and area of approximately 45mx45m.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> <li>3. DCEO</li> </ol>	<ol style="list-style-type: none"> <li>1. Thank you to be sent</li> <li>2. No action required</li> <li>3. Apply funds in budget</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> <li>3. In Progress</li> </ol>
85 19/4/2016	<p>That Council write to the following community members inviting them to become a member of the Recreation Planning Committee:</p> <ul style="list-style-type: none"> <li>• Mandy Bootsma</li> <li>• Sharon Jacobs</li> <li>• Rohan Crombie</li> </ul>	CEO	Letters of invitation to be sent to named persons	Completed
92 19/4/2016	That Council remove Sunday as a restricted burning period as amended and endorsed for the Fire Break Order for 2016/17 as noted in point 7.2.3.2	CEO / GEO	Ensure 2016/2017 Fire Break Order reflects this change	In Progress
96 19/4/2016	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome;</li> <li>2. Resolve to adopt the report and that the CEO's performance review for his initial probationary period resulted in a high level</li> </ol>	<ol style="list-style-type: none"> <li>1. Council</li> <li>2. Council</li> </ol>	<ol style="list-style-type: none"> <li>1. No action required</li> <li>2. Adopt the report</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	<p>of satisfactory performance that exceeded the job requirement;</p> <p>3. Resolve to confirm Mr. Paull's permanent appointment as the CEO for the term of his employment contract with the Shire; and</p> <p>4. Develop, in conjunction with the CEO and the consultant, the key performance indicators that will apply for the annual review, which is to be held shortly after the twelve-month anniversary of his commencement on 28 September 2015.</p>	<p>3. Council</p> <p>4. Council</p>	<p>3. Appoint Mr Paull to position permanently.</p> <p>4. Mr Martin, CEO to develop key performance indicators for annual review in September 2016</p>	<p>3. Completed</p> <p>4. Pending</p>
<p>104 19/4/2016</p>	<p>That Council:</p> <p>1. Authorises the Chief Executive Officer to offer for sale for three conveyors that are surplus to the Shire's needs located on Lot 18822 and 18862 Corrigin South Road Corrigin and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995.</p> <p>2. Requires that any sale is on the basis that the bidder:</p> <ul style="list-style-type: none"> <li>• provides evidence that they (or their representative) have inspected the conveyors;</li> <li>• is responsible to arrange their own pick-up and delivery of the conveyors; and</li> <li>• acknowledges that the: <ul style="list-style-type: none"> <li>○ conveyors will be sold without any registration or warranty and on a 'where is/what is' basis; and</li> <li>○ Shire will not seek to expend funds starting the conveyors.</li> </ul> </li> </ul> <p>Requests the Chief Executive Officer to refer any bids received to the next available Council meeting for consideration.</p>	<p>1. CEO</p> <p>2. CEO</p> <p>3. CEO</p>	<p>1. No action required</p> <p>2. Ensure that evidence is provided showing that inspections have been conducted.</p> <p>3. No action required</p>	<p>1. No action required</p> <p>2. Completed</p> <p>3. Pending (matter to be addressed by Council at the 21 June Council meeting)</p>
<p>106 19/4/2016</p>	<p>That Council accept to rescind motion (8115) of 19 February 2013.</p>	<p>CEO</p>	<p>No action required</p>	<p>Completed</p>
<p>108 19/4/2016</p>	<p>That Council:</p> <p>1. Advise the National Rail Safety Regulator that is prepared to endorse the Rail Interface Agreement with Brookfield Rail Pty Ltd and Main Roads WA for all rail crossings within the Shire of</p>	<p>1. CEO</p>	<p>1. No action required</p>	<p>1. Completed</p>

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	<p>Corrigin boundaries provided the Agreement is modified as follows (or modified to reflect a similar intent): After the words 'appendix B', line 3, paragraph 2, replace with (page 10 of 17 of Attachment 8.3.3C): "Accordingly the following activities are carried out by the Rail Infrastructure Manager at the cost of the Local Government, following the issue of a Works order from the Local Government, or MRWA as indicated in the brackets below"</p> <p>2. Pending confirmation of the amendment to the Rail Interface Agreement with Brookfield Rail Pty Ltd and Main Roads WA as required in 1. above, Council authorise the Shire President and the Chief Executive Officer to execute the Agreement and affix the Common Seal.</p>	2. CEO	2. CEO & Shire President to sign Agreement	2. Pending (awaiting response from National Rail Safety Regulator)
109 19/4/2016	<p>That Council:</p> <p>1. Receives the schedule of submission for the proposed Shire of Corrigin Health Local Law 2015 (Attachment 8.2.2); and 2. Directs the CEO to prepare the finalised Shire of Corrigin Health Local Law 2015 for final approval at the May 2016 Council meeting.</p>	1. CEO 2. CEO	1. Council to receive submission 2. CEO to prepare report	1. Completed 2. Completed
110 17/5/2016	That Council endorse the request by Cr Baker for leave of absence for the September 2016 Ordinary Meeting of Council.	Council	Council	No Action Required
111 17/5/2016	That the Minutes of the Ordinary Meeting of Council held on Tuesday 19 April 2016 be confirmed as a true and correct record.	CEO	CEO	No Action Required
112 17/5/2016	That the Summary Minutes of the WALGA State Council held on 5 May 2016 be received.	CEO	CEO	No Action Required
113 17/5/2016	That the Minutes of Corrigin Recreation and Events Centre Advisory Committee held on 2 May 2016 be received.	CEO	CEO	No Action Required
114 17/5/2016	That Council receives the Corrigin Community Resource Centre Report for April 2016	CEO	CEO	No Action Required
115 17/5/2016	<p>That Council in accordance with attachment 8.1.2 endorse:</p> <p>1. Cheques 20090 – 20097 payments in the Municipal fund totalling \$115,668.80; 2. Electronic Funds Transfer (EFT) &amp; Direct Debit payments in the</p>	1. DCEO 2. DCEO	1. DCEO 2. DCEO	1. No Action Required 2. No Action Required

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

	<p>Municipal Fund totalling \$127,565.90</p> <p>3. EFT &amp; Direct Debit payments in the Trust Fund totalling \$1,158.03;</p> <p>4. EFT &amp; Direct Debit payments in the Licensing Account totalling \$136,335.00; and</p> <p>5. Total payments for March \$380,727.71</p>	<p>3. DCEO</p> <p>4. DCEO</p> <p>5. DCEO</p>	<p>3. DCEO</p> <p>4. DCEO</p> <p>5. DCEO</p>	<p>3. No Action Required</p> <p>4. No Action Required</p> <p>5. No Action Required</p>
116 17/5/2016	That Council in accordance with Attachment 8.1.3 endorse credit card payments made for the period 1 March to 29 March totalling \$382.44.	DCEO	DCEO	No Action Required
117 17/5/2016	That Council accept the Statement of Financial Activity for the month ending 30 April 2016 included as Attachment 8.1.4 and as presented, and notes any material variances.	DCEO	DCEO	No Action Required
118 17/5/2016	<p>That Council</p> <p>1. Notes and endorses the modifications to the Shire of Corrigin Strategic Community Plan 2013 – 2023 as provide for in Table 1 of Item 8.1.5.</p> <p>2. Adopts the Shire of Corrigin Strategic Community Plan 2013 – 2023 (Revised May 2016) as provided for in Attachment 8.1.5.</p> <p>3. Requests the Chief Executive Officer to advertise in the ‘Windmill newspaper’ and on the shire Website the adoption of the Shire of Corrigin Strategic Community Plan 2013 – 2023 (Revised May 2016).</p>	<p>1. CEO</p> <p>2. CEO</p> <p>3. GEO</p>	<p>1. CEO</p> <p>2. CEO</p> <p>3. GEO</p>	<p>1. No Action required</p> <p>2. No Action required</p> <p>3. Completed</p>
119 17/5/2016	That Council accept the report outlining the actions performed under delegated authority for the period 1 April 2016 to 30 April 2016 and receive the Status Report as at 30 April 2016.	CEO	CEO	No Action Required

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

<p>120 17/5/2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receives the schedule of submissions for the proposed Shire of Corrigin Health Local Law 2016 (Attachment 8.2.2A);</li> <li>2. Make the Shire of Corrigin Health Local Law 2016 as per the Attachment 8.2.2B with the: <ol style="list-style-type: none"> <li>a) purpose of the local law to provide for the regulation, control and management of activities and issues relating to public health within the district of the Shire of Corrigin; and</li> <li>b) effect of the local law to control activities and manage influences on community public health within the district of the Shire of Corrigin.</li> </ol> </li> <li>3. Complete the local law making process in accordance with the Local Government Act 1995.</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> <li>3. EHO</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> <li>3. EHO</li> </ol>	<ol style="list-style-type: none"> <li>1. No Action required</li> <li>2. No Action required</li> <li>3. Pending</li> </ol>
<p>121 17/5/2016</p>	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Not object to subdivision application Western Australian Planning Commission (WAPC) No. 153634 from PH &amp; KE Gow Licensed Surveyors on behalf of the owners Clive Turner and Linda Turner to subdivide Lot No's 5101, 7582, 9405 Bulyee-Quairading Road, Bulyee to create two lots of 168.2ha and 2.6ha respectively (from three existing lots) and does not seek to impose any conditions.</li> <li>2. Request the Chief Executive Officer to advise the WAPC of 1. above and provide the WAPC with a copy of the Shire report.</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol>
<p>122 17/5/2016</p>	<p>That Council request the Minister for Lands to reserve UCL Lot 472 as a reserve for 'Aged Persons Homes, Civic Purposes' to be vested in the Shire of Corrigin with a 21 year 'power to lease' arrangements.</p>	<p>CEO</p>	<p>CEO</p>	<p>Completed</p>
<p>123 17/5/2016</p>	<p>That Council defer consideration of Item 8.2.5 Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 within the meeting until the Environmental Health Officer is available.</p>	<p>Council</p>	<p>Council</p>	<p>Completed</p>
<p>124 17/5/2016</p>	<p>That Council pursuant to Section 9.58 of the Local Government Act 1995 resolves to appoint Cr Baker and Cr Mason as Council's delegates for the 2016 WALGA Annual General Meeting.</p>	<p>CEO</p>	<p>CEO</p>	<p>Completed</p>



*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

125 17/5/2016	That Council approves application for planning approval submitted by Mr Angus Sellars (Landowner) to construct a new steel framed zincalume shed ('outbuilding') to service the existing single detached dwelling on Lot 10 (No.39) Knight Court, Corrigin subject to compliance with the conditions and advice notes:	CEO	CEO	Completed
126 17/5/2016	That Council: 1. Authorises the Chief Executive Officer to dispose of plant and equipment (as listed in Item 8.3.1) and a 2015 Toyota RAV 4 (Reg: 1ESY 257) that are surplus to the Shire's needs and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995. 2. Requires that any sale of the plant and equipment is on the basis that the bidder: <ul style="list-style-type: none"> <li>• is responsible to arrange their own pick-up and delivery of the plant and equipment; and</li> <li>• acknowledges that the: <ul style="list-style-type: none"> <li>○ plant and equipment will be sold without any registration or warranty and on a 'where is/what is' basis; and</li> <li>○ Shire will not seek to expend funds starting the plant and equipment.</li> </ul> </li> </ul> 3. Requests the Chief Executive Officer to refer any bids received to the next available Council meeting for consideration.	1. CEO  2. CEO  3. CEO	1. CEO  2. CEO  3. CEO	1. Pending  2. Pending  3. Pending
127 17/5/2016	That Council: 1. Note the request from Main Roads WA's (Attachment 8.3.2) that Council confirms which routes to be regarded as important collector roads/routes; and 2. Request the Chief Executive Officer to provide a further report to the June 2016 Ordinary Meeting recommending which roads should be considered the important collector roads/routes within the Shire of Corrigin for submission to the road sub-group.	1. CEO  2. CEO	1. CEO  2. CEO	1. Completed  2. Pending (matter to be addressed by Council at the 21 June Council meeting)
128 17/5/2016	That Council adjourn the meeting at 3.53pm	Council	Council	No Action Required

*Agenda for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 21 June 2016*

129 17/5/2016	That Council re-open the meeting at 4.26pm	Council	Council	No Action Required
130 17/5/2016	That Council accept Item 13.1 Support for the Corrigin Doctor to Provide Care from the Corrigin Hospital as Urgent Business.	Council	Council	No Action Required
131 17/5/2016	That Council endorse the Shire President writing to the WA Minister of Health, State and Federal Members whose electorates fall within the Shire of Corrigin along with the WA Department of Health Director General, requesting in the strongest terms that the Southern Inland Health Initiative incentives to retain country doctors be made available to enable Corrigin's doctor to work from the Corrigin hospital rather than be directed to provide a service to a regional hospital.	CEO	CEO	Completed
132 17/5/2016	That Council: <ol style="list-style-type: none"> <li>1. Receives the schedule of submissions (Attachment 8.2.5A) for the proposed Shire of Corrigin Animal, Environment and Nuisance Local Law 2016; and</li> <li>2. Adopts the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 as per Attachment 8.2.5B for advertising purposes;</li> <li>3. Pursuant to section 3.12 of the Local Government Act 1995, gives Statewide public notice that it intends to make the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 as contained in the Attachment 8.2.5B; <ol style="list-style-type: none"> <li>a) the purpose of which is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the District; and</li> <li>b) the effect is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply.</li> </ol> </li> <li>4. Forwards a copy of the revised draft Shire of Corrigin Animal, Environment and Nuisance Local Law 2016 to the Minister for Local Government and Communities, and to the Minister for Health, for comment.</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> <li>3. CEO</li> <li>4. CEO</li> </ol>	<ol style="list-style-type: none"> <li>1. CEO</li> <li>2. CEO</li> <li>3. CEO</li> <li>4. CEO</li> </ol>	<ol style="list-style-type: none"> <li>1. No Action Required</li> <li>2. Completed</li> <li>3. Pending</li> <li>4. Pending</li> </ol>

**OFFICER'S RECOMMENDATION**

*That Council accept the report outlining the actions performed under delegated authority for the period 1 May 2016 to 31 May 2016 and receive the Status Report as at 31 May 2016.*

**8.2.2. APPLICATION FOR PLANNING APPROVAL – ADDITIONAL WORKERS ACCOMMODATION & AMENITIES BUILDING (SECOND-HAND TRANSPORTABLE BUILDINGS) AT LOT 500 WALTON STREET, CORRIGIN**

Applicant:	Co-Operative Bulk Handling Ltd (Landowner)
Location:	Lot 500 Walton Street, Corrigin
Date:	21 June 2016
Reporting Officer:	Messrs Joe Douglas & Carlo Famiano – Consultant Town Planners (Urban & Rural Perspectives)
Disclosure of Interest:	No interest to disclose
File Number:	PA2012-07-16
Attachment Reference:	Attachment 8.2.1 (Plans 1-9)

**SUMMARY**

Council is requested to issue planning approval for three (3) second-hand transportable buildings on portion of its existing grain handling and storage facility on Lot 500 Walton Street, Corrigin to provide additional workers accommodation and staff amenities.

**BACKGROUND**

Co-operative Bulk Handling Limited (CBH) are seeking Council's development approval to place three (3) second-hand transportable buildings on portion of its existing grain handling and storage facility on Lot 500 Walton Street, Corrigin to provide additional workers accommodation and staff amenities (**ATTACHMENT 8.2.1**).

Lot 500 is located in the south-western part of the Corrigin townsite immediately adjacent to the southern boundary of the existing railway reserve (see Plan 1). Lot 500 is irregular in shape, comprises a total area of approximately 6.599 hectares and has direct frontage and access to Walton Street along a portion of its eastern boundary. The land has been extensively developed for 'rural industry' purposes and contains a number of improvements associated with CBH's existing grain handling and storage facilities on the land (i.e. sheds, weighbridge, conveyors, grain storage bins, workers accommodation, numerous internal access roads and stormwater drainage infrastructure) (see Plans 2 & 3).

Under the terms of the information and plans submitted in support of the application the following is proposed:

- i) Placement of two (2) 47.5m<sup>2</sup> second-hand transportable buildings comprising a total of eight (8) bedrooms, including ensuites. The buildings will provide accommodation for eight (8) additional CBH workers (see Plans 4 to 7);
- ii) It is significant to note Lot 500 currently contains existing accommodation facilities for up to three (3) workers. This application will increase the capacity of the workers accommodation to eleven (11);
- iii) Placement of one (1) 60.5m<sup>2</sup> second-hand transportable building to provide staff amenities (i.e. dining room/kitchen) in support of the workers accommodation facility;
- iv) The transportable buildings all comprise a flat zincalume roof and colorbond wall cladding (i.e. 'sandwich panels'). All buildings will be raised approximately 500mm above the natural ground level and will comprise an overall height of approximately 3.2 metres above natural ground level;
- v) Construction of pedestrian access ramps/paths and a steel framed zincalume covered veranda area over the pedestrian access areas;

- vi) The transportable buildings will comprise a minimum setback of 20 metres from the land's Walton Street frontage (i.e. the land's front boundary);
- vii) Installation of additional landscaping within the land's Walton Street frontage to provide partial screening of the proposed transportable buildings from the public realm;
- viii) Construction of eight (8) additional on-site car parking bays immediately west of the proposed transportable buildings including upgrades to the existing vehicle accessways to accommodate the additional parking demand likely to be generated; and
- ix) Various upgrades to the existing on-site effluent disposal system (i.e. septic tanks & leach drains) as required to service both the workers' accommodation and staff amenities buildings.

#### **COMMENT**

##### Zoning & Land Use Permissibility

Lot 500 is classified 'Industrial' zone under the Shire of Corrigin's current operative Town Planning Scheme No.2 (TPS No.2). The current approved use of the land for grain handling and storage purposes is most appropriately defined in Schedule 1 of TPS No.2 as a 'Rural Industry'. Under the terms of TPS No.2 the development and use of any land classified 'Industrial' zone for the purposes of a 'Rural Industry' is classified as being permitted ('P').

Under the terms of TPS No.2 the use class 'workers accommodation' is not expressly listed in the Zoning Table as being permitted on any land within the Scheme Area. Notwithstanding this fact, given that Lot 500 has historically been developed to contain workers accommodation to support the current approved use of the land for 'rural industry' purposes with no evidence of any issues or complaints, it is contended that such development and usage is acceptable within the 'Industrial' zone and has significant scope to again be conditionally approved by Council without the need for public advertising.

##### Compliance with TPS No.2 Development Standards

TPS No.2 does not contain any specific standards governing the development and use of any land classified 'Industrial' zone for the purposes of a 'rural industry' or 'workers' accommodation'. As such the application has been assessed with due regard for the general development standards applicable to all 'Industrial' type uses.

Having regard for the information submitted in support of the application the reporting officers' have concluded the proposal complies the requirements of TPS No.2 as it applies to boundary setbacks, compatibility of land usage, site characteristics, essential services, vehicle access etc.

Notwithstanding the above conclusion, it is significant to note Clause 5.6.13.4 of TPS No.2 contains a number of provisions and standards applicable to the use of second-hand transportable buildings on any land within the Shire. This clause specifically states such buildings are not permitted unless:

- a) *in the opinion of the Council such dwelling or building is in a satisfactory condition and will not detrimentally affect the amenity of the locality; and*
- b) *an applicant for a building licence for such dwelling or building lodges a cash bond for an amount agreed to by Council and enters into an agreement to the satisfaction of the Council to reinstate the dwelling or building to an acceptable standard of presentation as determined by the Council within 12 months of the issue of a building licence.*

As noted, the buildings proposed by this application are second-hand transportable structures.

A review of recent photographs provided by the applicant of similar buildings used by CBH on various sites within the Wheatbelt (see attached Plan 8) indicate the structures are of a satisfactory standard and will not have a detrimental impact on the local streetscape.

Notwithstanding this conclusion it is recommended that Council impose suitable conditions on any development approval issued requiring the structures to be upgraded (i.e. external paintwork and enclosure of the sub-floor space under the building) and payment of a refundable cash bond.

#### Bushfire Attack Level (BAL) Assessment

Lot 500 has been identified by the Department of Fire and Emergency Services (DFES) as being located within a designated 'Bushfire Prone Area'. In accordance with Schedule 2 Part 10A of the *Planning and Development (Local Planning Scheme) Regulations 2015* a 'Bushfire Attack Level' (BAL) assessment is required to be submitted in support of the development application to assist Council's consideration and determination of the application.

The applicant has submitted a BAL assessment prepared by Milestone Building Code Certifiers in support of the development application. A review of that assessment has identified the following key points:

- i) Lot 500 is classified as having a BAL-12.5 rating which is considered to be low with the potential risk of ember attack;
- ii) A separation distance of at least 20 metres from any identified bushfire threat (i.e. 'Asset Protection Zone' - APZ) is required to ensure the potential radiant heat impact of a fire does not exceed 29kW/m<sup>2</sup>;
- iii) Fine fuel load within the APZ is to be reduced and maintained at two (2) tonnes per hectare;
- iv) No tall shrubs or trees are permitted to be located within two (2) metres of a building and no tree crowns are permitted to overhang the buildings;
- v) All fencing within the APZ must be constructed of non-combustible material; and
- vi) Sheds located within the APZ should not contain any flammable materials.

A review of recent aerial imagery from Landgate has identified a number of trees and shrubs within the required 'Asset Protection Zone' (APZ). As such the proposed development will require the removal of some or all of the existing vegetation within the 20 metre APZ surrounding the proposed buildings to help guard against the potential bushfire risk. The extent of any clearing will be determined having regard for the size and location of the vegetation within the APZ.

Notwithstanding the above, the application proposes the installation of new landscaping along the land's Walton Street frontage to offset the removal of any existing vegetation within the APZ and to partially screen the proposed buildings from public view. Any landscaping within the APZ will also need to be maintained in a neat and tidy condition in accordance with Australian Standard No.AS3959-2009.

Having regard for the findings of the recent BAL assessment, the reporting officers' have concluded the proposal could be supported by Council subject to the imposition of a number of conditions and advice notes to ensure the following:

- Creation of an 'Asset Protection Zone' with a minimum distance of 20 metres around the proposed buildings to help minimise the potential radiant heat impact of a future potential bushfire;
- Ongoing maintenance of the 'Asset Protection Zone' in accordance with the WAPC's '*Guidelines for Planning in Bushfire Prone Areas (2015)*'; and

- The applicant make arrangements with the Department of Environment Regulation to secure approval to any clearing permit required under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* prior to the removal of any native vegetation.

It is concluded from a detailed assessment of the application that CBH's proposal to place three (3) second-hand transportable buildings on portion of its existing grain handling and storage facility on Lot 500 Walton Street, Corrigin to provide additional workers accommodation and staff amenities is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner.

#### **STATUTORY ENVIRONMENT**

Shire of Corrigin Town Planning Scheme No.2

Planning and Development Act 2005

Planning and Development (Local Planning Scheme) Regulations 2015

#### **POLICY IMPLICATIONS**

Whilst Council does not have a policy in relation to this item, State Planning Policy 3.7 - *Planning in Bushfire Prone Areas* does apply.

#### **FINANCIAL IMPLICATIONS**

There are no known significant financial implications in relation to this item.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICERS' RECOMMENDATION**

*That the application for development approval submitted by Co-Operative Bulk Handling Limited (CBH) to place three (3) second-hand transportable buildings to provide additional workers accommodation (i.e. additional 8 units) and staff amenities (i.e. kitchen & dining room) at its existing grain handling and storage facility on Lot 500 Walton Street, Corrigin be **APPROVED** subject to compliance with the following conditions and advice notes:*

#### Conditions

1. *If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.*
2. *The development shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.*
3. *A maximum of eleven (11) employees are permitted to be accommodated on the land at any one time unless otherwise approved by the Shire of Corrigin.*
4. *A suitable on-site effluent disposal system for the proposed development shall be constructed and maintained to the specifications and satisfaction of the Shire of Corrigin and Department of Health.*
5. *All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Corrigin.*

6. *A potable water supply shall be provided for the proposed workers accommodation and staff amenities buildings to the satisfaction of the Shire of Corrigin.*
7. *All on-site vehicle accessways and parking areas associated with the proposed development shall be constructed and maintained to the specifications and satisfaction of the Shire of Corrigin.*
8. *Additional landscaping shall be installed within the land's Walton Street frontage in the locations shown on the approved plans. A landscaping plan shall be prepared and submitted to the Shire of Corrigin for consideration and approval by the Shire's Chief Executive Officer prior to the commencement of any development on the land.*
9. *All approved landscaping shall be installed prior to occupation of the temporary workers accommodation units and shall be maintained as 'low threat vegetation' in accordance with Australian Standard No.AS3959-2009 to the satisfaction of the Shire of Corrigin.*
10. *The sub-floor area of the transportable buildings shall be enclosed with brick, stone, vermin battens or other means acceptable to the Shire of Corrigin.*
11. *The external walls and gutters of the transportable buildings shall be repaired as required and painted with complementary colours to bring it up to an acceptable standard of presentation as determined by the Shire of Corrigin.*
12. *A refundable cash bond of \$2,000.00 shall be paid to the Shire of Corrigin prior to the issuance of a building permit to ensure the transportable buildings are completed to an acceptable standard of presentation as determined by the Shire within twelve (12) months of issuance of a building permit.*
13. *An 'Asset Protection Zone' comprising a minimum distance of 20 metres measured from the external walls of the proposed transportable buildings (including any verandas) shall be created by way of vegetation clearing in order to achieve a maximum Bushfire Attack Level (BAL) rating of 12.5 to the satisfaction of the Shire of Corrigin.*
14. *The fine fuel load within the 20 metre 'Asset Protection Zone' shall be reduced to and maintained at two (2) tonnes per hectare.*
15. *No tall trees or shrubs shall be located within two (2) metres of the proposed transportable buildings.*
16. *Any fencing within the 'Asset Protection Zone' shall be constructed using non-combustible materials (e.g. iron, brick, limestone, metal post & wire).*
17. *Any shed/s located within the 20 metre 'Asset Protection Zone' must not contain any flammable materials.*
18. *The property shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire of Corrigin.*

Advice Notes

1. *If the applicant or owner is 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 within 28 days of the determination.*
2. *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 Town Planning Scheme No.2 and may result in legal action being commenced by the local government.*
3. *A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any development on the land.*

- 4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*
- 5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
- 6. No construction works shall commence on the land prior to 7am without the Shire's written approval. No works are permitted on Sundays or Public Holidays.*
- 7. The applicant must make arrangements with the Department of Environment Regulation to secure approval to any clearing permit that may be required under the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 prior to the removal of any native vegetation.*



**8.2.3. REQUEST FROM THE CORRIGIN MASONIC LODGE NO. 120 W.A.C. FOR THE SHIRE TO TAKE OWNERSHIP AND UPGRADE THE LANEWAY OVER LOT 178 KIRKWOOD STREET, CORRIGIN**

Applicant:	Corrigin Masonic Lodge No.120 W.A.C.
Location:	Lot 178 Kirkwood Street, Corrigin
Date:	21 June 2016
Reporting Officer:	Rob Paull Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	ROA0019; A858
Attachment Reference:	Attachment 8.2.3

**SUMMARY**

Council is requested to agree to commence the process to establish a 'Public Access Way' (PAW) over the existing 'laneway' on Lot 178 Kirkwood Street, Corrigin.

**BACKGROUND**

As Council may recall that a laneway has been established between Kirkwood Street and Gayfer Street, Corrigin.



It is understood that the 'laneway' has been in place for well over 20 years and is well located to provide access to residents in Janes Drive through to Newman Street and business area along with the School. The 'laneway' is 3 metres wide and approximately 90 metres long and constructed with an aging patched seal of poor quality. At the Kirkwood Street end of the 'laneway', a stone epitaph is erected in honour of a past member of the Corrigin Masonic Lodge No. 120 W.A.C. ('Lodge').

Recently, the Lodge enquired to the Shire about having the laneway resealed. An investigation concluded that whilst the Shire was likely to have been responsible for the original 'laneway' seal the, laneway itself was not reserved for this purpose and is located on Lot 178 – which is owned by the Lodge.

**COMMENT**

The Lodge recently contacted the Shire seeking to have the ‘laneway’ resurfaced. In investigating the request, it was found that the ‘laneway’ was still in the ownership of the Lodge and that they still hold the liability and responsibility for the access.

In response, the Lodge has written to the Shire advising that as far back as 1992, the ‘laneway’ was gifted to the Shire requesting that it be resurfaced (note **ATTACHMENT 8.2.3**). A review of Shire records indicates that in January 2010, the Shire wrote to the Lodge confirming that the ‘laneway’ had not been transferred to the Shire (no response until 2016). Accordingly, the Lodge currently is responsible for the up-keep of the ‘laneway’ and any liabilities associated with the access.

Should Council consider the ‘laneway’ a community benefit, it is appropriate that the Shire negotiate with the Lodge to have ownership of the ‘laneway’ transferred to the Shire. This process will involve having the ‘laneway’ surveyed and then seeking subdivision approval from the WAPC to establish the ‘Public Access Way’ (PAW). Once approved, the transfer of land to establish the PAW can then be undertaken.

On this basis, it is recommended that the Shire write to the Lodge seeking confirmation that it would be prepared to sell the portion of Lot 178 (approximately 3m x 90 m) currently occupied as a ‘laneway’ for a nominal price of \$1. Once this is confirmed, the Shire would commence (and pay) for a survey and application for subdivision approval from the WAPC. Once received, the Shire would process through Landgate the sale and creation of the PAW reserve. Council would then be in a position to consider sealing the PAW to an appropriate standard.

**STATUTORY ENVIRONMENT**

*Land Administration Act 1995*

*Planning and Development Act 2005*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are financial implications in relation to this item concerning the cost of surveying the lot (approximately \$3,000), seeking approval from the Western Australian Planning Commission to subdivide the laneway (approximately \$2,000) and subsequent upgrading of the laneway (approximately \$18,000)

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**6.1 Focus area one: Economic Development**

**Goal Three: We want a sustainable agricultural sector supporting our local economy**

Strategy	Outcome
Work with Federal and State Government to support the growth of the agricultural sector	A sustainable and progressive local government

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

## 5. STRATEGIC THEMES

### 5.2 Developing Leadership

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

### VOTING REQUIREMENT

Simple Majority

### OFFICERS' RECOMMENDATION

*That Council:*

- 1. Note the Correspondence from the Corrigin Masonic Lodge No. 120 W.A.C. ('Lodge') as provided in Attachment 8.2.3 to this Report.*
- 2. Resolve to request the Chief Executive Officer (CEO) to write to the Lodge:*
  - a) seeking confirmation that it would be prepared to sell the portion of Lot 178 (approximately 3m x 90 m) currently occupied as a 'laneway' for a nominal price of \$1; and*
  - b) advising that until the 'laneway' is eventually transferred to the Shire, the Lodge be reminded that it will need to ensure it has suitable public liability for the 'laneway'.*
- 3. Once written confirmation from the Lodge of the acceptance to sell the portion of Lot 178 (approximately 3m x 90 m) is confirmed and appropriate funds are include in the 2016/17 Budget, the Shire commences a survey to be undertaken followed by an application for Subdivision Approval from the Western Australian Planning Commission.*
- 4. Should Subdivision Approval be received, the Shire President and Chief Executive Officer be authorised to enter into a contract of sale with appropriate use of the Common Seal and process the creation of the PAW reserve.*
- 5. In relation to 3. Above, the CEO be requested to include as a budget consideration to the 2016/17 Budget, suitable funds to cover the cost of subdivision and survey (\$7,500) along with \$18,000 for the construction of a sealed pathway to be constructed once the transfer of land and creation of a PAW has been undertaken.*

**8.2.4. REQUEST FOR LEASE - AUSTRALIAN RED CROSS – RESERVE 47959, BEING LOT 523  
WALTON STREET, CORRIGIN**

Applicant:	Australian Red Cross
Location:	Reserve 47959, being Lot 523 Walton Street, Corrigin (old railway building)
Date:	21 June 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CS0058
Attachment Reference:	Attachment 8.2.4

**SUMMARY**

This report details a request from the Australian Red Cross seeking Council's assistance in providing a temporary building to operate Red Cross Corrigin's thrift shop operations.

**BACKGROUND**

The Australian Red Cross has been operating from the building at Lot 33 Corner of Jose and Walton Streets, Corrigin for many years. The building was constructed in 1922 for the purpose of the (then) Roads Board office and later RSL Anzac Memorial Hall. It should be noted that the building is included in the Shire's Municipal Inventory of Heritage Places and listed by the Heritage Council (Place Number 08209).

In late 2015, the Shire was advised that structural damage in the roof timbers of the building had occurred which prevented use of the Red Cross Corrigin's thrift shop operations from within the building. Since then all retail activity had been undertaken from a secured covered awning adjoining the building. Discussions with Australian Red Cross and local representatives on the matter have occurred on several occasions since late 2015, culminating in the current request seeking Council's assistance in providing a temporary building to operate Red Cross Corrigin's thrift shop operations (**ATTACHMENT 8.2.4**).

**COMMENT**

The Australian Red Cross has requested a twelve month lease of the 'railway building' located at Reserve 47959, being Lot 523 Walton Street, Corrigin. The building is currently not (formally) occupied although there are remnants in the building from previous occupiers. No lease or rental agreement currently exists with any tenant of the building and it is not clear whether there have been previous leases.

The short term use by the Red Cross Corrigin's thrift shop operations in the 'railway building' is supported. However, for the benefit of the whole of the community it is preferred that the current Red Cross building is repaired and ultimately continues to be used. What is not preferred is for this building to remain empty and eventually due to disrepair, be demolished. This would result in the loss of a historic building within the Corrigin townsite and potentially, a vacant site.

In this regard, it is appropriate to support the temporary lease (twelve month period with a further one (1) option of twelve months at the Chief Executive Officer's discretion) but to advise that it is Council's absolute preference that the Australian Red Cross use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 Corner of Jose and Walton Streets, Corrigin for the use by local Corrigin Australian Red Cross volunteers. In addition, it is appropriate that occupation of the 'old railway' building is a temporary arrangement only and the Council does not guarantee the availability of the building beyond the timeframe outlined in the Lease.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

The Council may entertain a formal lease pursuant to Section 3.58 ‘Disposing of Property’ of the *Local Government Act 1995*. However, with this acknowledged, the *Local Government (Functions and General) Regulations 1996* regulation 30(2)(b) provides an exemption where the proposed disposition is for charitable purpose, which is deemed applicable in this situation.

*Land Administration Act*

Reserve 47959, being Lot 523 Walton Street, Corrigin is reserved for ‘Parklands and Parking and vested in the shire with a power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands. A management body (e.g. the Shire of Corrigin) has power to lease land in a management order) or, has power to lease land under its own written law, may also lease reserve land provided the lease accords with the purpose of the reserve and subject to the approval of the Minister for Lands under section 18 of the *Land Administration Act*.

*Heritage of Western Australia Act (1990)*

Lot 33 Corner of Jose and Walton Streets, Corrigin is included in the Shire’s Municipal Inventory of Heritage Places and listed by the Heritage Council (Place Number 08209).

**POLICY IMPLICATIONS**

There are no known policies relevant to this matter.

**FINANCIAL IMPLICATIONS**

There are financial implications relevant to this matter. It is considered that should Council be prepared to allow access to a Shire building for Red Cross, the lessee should be charged a nominal lease fee (say \$300 per annum) and be responsible for provisions for maintenance and repair.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**6.2 Focus area two: Developing Leadership**

**Goal Five: We want to strengthen our community’s position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Social Development**

Strategic Community Plan link	Strategies
Goal 6 – 1	Provide and maintain community buildings and facilities, including roads and sporting facilities.

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *In accordance with Local Government (Functions and General) Regulations 1996 regulation 30(2)(b) grant in favour of the Australian Red Cross a lease over Reserve 47959, being Lot 523 Walton Street, Corrigin structured around:*
  - a) *A twelve month lease period with a further one (1) option of twelve months at the Chief Executive Officer's discretion;*
  - b) *An annual lease payment of \$300 (excluding GST);*
  - c) *A CPI rent review clause; and*
  - d) *Provisions for maintenance, payment of all utility charges, repair of the premises.*
  
2. *Authorise the Shire President and the Chief Executive Officer to execute the relevant lease agreement and affix the common seal of the Shire of Corrigin on the relevant documentation as specified in point 1 above.*
  
3. *Request the Australian Red Cross to:*
  - a) *use all endeavours to rebuild the existing Australian Red Cross building at Lot 33 Corner of Jose and Walton Streets, Corrigin for the use by local Corrigin Australian Red Cross volunteers;*
  - b) *keep Council informed of repairs to be carried out;*
  - c) *note that the use of Reserve 47959, being Lot 523 Walton Street, Corrigin by local Corrigin Australian Red Cross volunteers is a temporary arrangement only and the Council does not guarantee the availability of the building beyond the timeframe outlined in the Lease.*

### 8.2.5. FINALISATION 'LOCAL PRICE PREFERENCE POLICY'

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Register of Policies
Attachment Reference:	Attachment 8.2.5A, 8.2.5B and 8.2.5C

#### SUMMARY

After statutory advertising, Council is requested to adopt the 'Local Price Preference Policy' for the Shire.

#### BACKGROUND

At the Ordinary meeting of 15 December 2015, Council considered the issue of a Local Price Preference Policy' and resolved as follows:

*"That Council under section 2.7(2)(b) of the Local Government Act (1995), adopt '2.10 Local Price Preference Policy' as presented in Attachment 7.5 to this report to this report but modified to have Part c of local preference to a supplier modified from 10% to 5% and "...a maximum price reduction of \$500,000" modified to "\$200,000"."*

In accordance with legislation, the draft Policy (Note **Attachment 8.2.5A**) was advertised for a four week period closing on 22 April 2016. One written submission was received and although it was after the advertising period for submissions (Note **Attachment 8.2.5B**) it is recommended that Council accept the submission.

Councillors will recall that at the Councillor information Session of 17 May 2016, local business owners Caron Green and Dino DiFulvio addressed Councillors to discuss the need to ensure the Shire and the community of supported local businesses and requested that the 'Local Price Preference Policy' take into account the cost of freight.

#### COMMENT

This policy has taken a great deal of preparation, along with lengthy discussion both internally between officers, Councillors and local business owners. It is a particularly difficult topic to draft a policy for, as although there is a wish to promote purchasing locally, there is also a need to obtain best value for money. Those two do not always sit comfortably. There has therefore been an attempt in this policy draft to provide some advantage for local suppliers of goods, but only up to a point. If a purchase is going to be an expensive, then there will be more focus upon value for money, and no discount will be offered.

However it is vital to recognise, that price is not the only factor taken into account when the Shire makes a purchase. Other factors such as availability, customer service and speed of delivery are also taken into consideration. Bearing all the above in mind it is felt that the suggested policy provides some advantage for local suppliers of goods, but also preserves the ability for the Shire to apply the necessary value for money criteria when appropriate.

The 'final' policy (**Attachment 8.2.5C**) has been modified to remove reference to 'freight' in the determination on purchasing from local suppliers (highlighted in yellow).

In this regard, request for quotations will be asked to provide a cost of the particular item or service and a separate cost of freight. The intent is that local suppliers are on a relatively 'level playing field' with non-local suppliers.

#### **STATUTORY ENVIRONMENT**

*Local Government Act (1995)*

Council's role in determining the Local Government's Policies is defined in Section 2.7(2)(b) of the Local Government Act (1995).

*Local Government (Functions and General) Regulations 1996*

In relation to a local price preference policy, *Local Government (Functions and General) Regulations 1996* detail the advertising and adoption process:

#### **"8.1 Part 4A — Regional price preference**

##### *24A. Application of this Part*

*The provisions of Part 4 may be varied in accordance with this Part, if the local government is located outside the metropolitan area and intends to give a regional price preference in accordance with this Part.*

##### *24B. Terms used*

###### *(1) In this Part —*

**regional price preference**, in relation to a tender submitted by a regional tenderer, involves assessing the tender as if the proposed tender price were discounted in accordance with regulation 24D;

**regional tenderer** means a supplier of goods or services who satisfies the criteria in subregulation (2).

###### *(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —*

*a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or*

*b) some or all of the goods or services are to be supplied from regional sources.*

##### *24C. Regional price preference may be given*

*A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.*

##### *24D. Discounts permitted for regional price preferences*

###### *(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —*

*a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or*

*b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or*

*c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.*



- (2) Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —
- a) wholly supplied from regional sources; or
  - b) partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.
- (3) Despite subregulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).

*24E. Regional price preference policies for local governments*

- (1) Where a local government intends to give a regional price preference in relation to a process, the local government is to —
- a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
  - b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
    - i. the region to which the policy is to relate; and
    - ii. details of where a complete copy of the proposed policy may be obtained; and
    - iii. a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and
  - c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.
- (2) A regional price preference policy may be expressed to be —
- a) for different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
  - b) for different goods or services within a single contract or various contracts;
  - c) for different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D),  
or for any combination of those factors.
- (3) A region specified under this Part —
- a) must be (or include) the entire district of the local government; and
  - b) cannot include a part of the metropolitan area.
- (4) A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.

*24F. Adoption and notice of regional price preference policy*

- (1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.
- (2) An adopted policy must state —
- a) the region or regions within which each aspect of it is to be applied; and
  - b) the types and nature of businesses that may be considered for each type of preference; and

- c) *whether the policy applies to –*
- i. *different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;*
  - ii. *different goods or services within a single contract or various contracts;*
  - iii. *different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders,*
- or to any combination of those factors.*
- (3) *An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.*
- (4) *The local government is to ensure that a copy of an adopted regional price preference policy is –*
- a) *included with any specifications for tenders to which the policy applies; and*
  - b) *made available in accordance with regulation 29 of the Local Government (Administration) Regulations 1996.*

**24G. Adopted regional price preference policy, effect of**

*A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.”*

**POLICY IMPLICATIONS**

The policy provides direction to Council, the Shire and business community with respect to local price preferences.

**FINANCIAL IMPLICATIONS**

There are implications with this policy, in that Council may pay more for goods than they can be sourced for elsewhere. That financial implication may be balanced out by the desire to promote and support a ‘buy local’ philosophy.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**6.2 Focus area two: Developing Leadership**

**Goal Four: We want to strengthen our community’s position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government.
A representative model that reflects the community and acts on their aspirations.	Effective governance and advocacy by the Shire.

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal 5-1	Manage the Shire’s finances and financial service activities to ensure the continuous, sustained operation of Council.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Accept and note the late submission from the Wheatbelt Business Network concerning the draft 'Local Price Preference' policy (Attachment Schedule 8.2.5B).*
- 2. Endorse the policy, namely 'Local Price Preference' policy, as presented in (Attachment Schedule 8.2.5C) to in accordance with Rules 24E – 24G of the Local Government (Functions and General) Regulations 1996.*
- 3. Request the Chief Executive Officer to provide State-wide notification that Council has adopted the final 'Local Price Preference' policy (Attachment Schedule 8.2.5C).*

**8.2.6. ACCEPTANCE OF TENDER/S - SALE OF CONVEYORS SURPLUS TO THE SHIRE'S NEEDS  
(TENDER 02/2016)**

Applicant:	Shire of Corrigin
Location:	Shire Depot, Walton Street, Corrigin
Date:	21 June 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	Tender 02/2016
Attachment Reference:	Nil

**SUMMARY**

Council is requested to accept the highest tender bid received for conveyors surplus to the Shire's needs for scrap.

**BACKGROUND**

At the Ordinary meeting of 19 April 2016, Council resolved as follows:

*"That Council:*

1. *Authorises the Chief Executive Officer to offer for sale for three conveyors that are surplus to the Shire's needs located on Lot 18822 and 18862 Corrigin South Road Corrigin and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995.*
2. *Requires that any sale is on the basis that the bidder:*
  - *provides evidence that they (or their representative) have inspected the conveyors;*
  - *is responsible to arrange their own pick-up and delivery of the conveyors; and*
  - *acknowledges that the:*
    - *conveyors will be sold without any registration or warranty and on a 'where is/what is' basis; and*
    - *Shire will not seek to expend funds starting the conveyors.*
4. *Requests the Chief Executive Officer to refer any bids received to the next available Council meeting for consideration."*

**COMMENT**

Advertising of the Tender 02/2016 was undertaken in accordance with S3.58 (3) of the *Local Government Act 1995* for a 3 week period with advertising taking place through the Windmill Newspaper, Shire Website, Public Notice Boards and Shire Facebook Page. As a result, three (3) tenders were received as follows:

<b>Tenderer</b>	<b>Conveyor No.1</b>	<b>Conveyor No.2</b>	<b>Conveyor No.3</b>
Chadd Gardner	\$50.00	\$300.00	\$50.00
Chadd Gardner	\$50.00	\$1,000.00	\$50.00
Robert L Edwards		\$350.00	

The three (3) Tenders were duly submitted with the necessary confirmation as per Council resolution of 19 April 2016 that:

*".... any sale is on the basis that the bidder:*

- *provides evidence that they (or their representative) have inspected the conveyors;*
- *is responsible to arrange their own pick-up and delivery of the conveyors; and*
- *acknowledges that the:*

- conveyors will be sold without any registration or warranty and on a 'where is/what is' basis; and
- Shire will not seek to expend funds starting the conveyors."

The tendered prices offered are considered reasonable for what is essentially 'scrap' machinery and is recommended that Council accept the highest Tender price on each conveyor.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

The statutory implications associated with disposing of property are contained within S3.58 Disposing of Property:

### 3.58. *Disposing of property*

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

a) *the highest bidder at public auction; or*

b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

a) *it gives local public notice of the proposed disposition —*

i) *describing the property concerned; and*

ii) *giving details of the proposed disposition; and*

iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made."*

## 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. It is intended that income from sales would be placed in the appropriate funds.

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

**6.2 Focus area two: Developing Leadership**

**Goal Five: We want to strengthen our community's position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

**5. STRATEGIC THEMES**

**5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council:

- 1) Accept the highest price (including GST) offered for conveyors surplus to the Shire's needs for scrap (Tender (02/2016) as follows:

Tenderer	Conveyor No.1	Conveyor No.2	Conveyor No.3
Chadd Gardner	\$50.00	\$1,000.00	\$50.00

### 8.3. Works and General Purposes Reports

#### 8.3.1. WHEATBELT FREIGHT PLAN

Applicant:	Main Roads WA and Wheatbelt South Regional Road Group
Location:	Shire of Corrigin
Date:	21 June 2016
Reporting Officer:	Rob Paull, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	TT 0001
Attachment Reference:	Attachment 8.3.1A and 8.3.1B

#### SUMMARY

Council is requested to:

- Endorse a plan showing important collector roads/routes within the Shire of Corrigin; and
- Authorise the Shire President and the Chief Executive Officer to submit and negotiate with the road sub-group generally based on the important collector roads/routes plan.

#### BACKGROUND

In late 2014 Wheatbelt South Regional Road Group (WBS RRG) requested WALGA to facilitate a workshop to discuss and identify ways to address a number of cross-Shire border RAV access issues with the aim of creating a clearer continuous freight network in the Wheatbelt. The workshop in the South was replicated by a similar workshop for Wheatbelt North Regional Road Group. At these workshops sub-groups marked up maps indicating issues with the current freight network and identifying aspirational freight routes for the future.

At the Ordinary meeting of 17 May 2016, details of the workshop and the cross-Shire border RAV access issues were addressed in draft correspondence from MRWA. This was intended to be forwarded to local governments but the maps as referred in the correspondence were not provided for the Council meeting. In relation to the matter, Council resolved as follows:

*“That Council:*

3. *Note the request from Main Roads WA’s (Attachment 8.3.2) that Council confirms which routes to be regarded as important collector roads/routes; and*
4. *Request the Chief Executive Officer to provide a further report to the June 2016 Ordinary Meeting recommending which roads should be considered the important collector roads/routes within the Shire of Corrigin for submission to the road sub-group.”*

#### COMMENT

Since the Ordinary meeting of 17 May 2016, correspondence and plans have been received from MRWA seeking guidance on identification of the proposed collector roads within each road sub-group (**Attachment 8.3.1A**).

Specifically, MRWA is asking that each local government identifies and submits to their relevant road sub-group, important collector roads/routes that connect to the Main Roads network and where:

- each sub-group identifies no more than 10 collector routes; and
- parallel collector routes are at least 20km apart.

MRWA is requesting that in order for a business case to be prepared and submitted in September/October to seek funding to develop the identified collector routes their approach be tabled at Council meetings in May and June with sub-groups meeting to agree their collector routes in July 2016.

Special Regional Road Group meetings can then be held in July to endorse the joint road freight plan.

The proposal by MRWA to identify collector routes in partnership with Regional Road Groups is supported. Councillors were invited to provide their respective views on important collector roads/routes within the Shire to the Chief Executive Officer at an informal meeting on Monday 13 June 2016.

Based on the informal discussions with Councillors, **Attachment 8.3.1B** provides the recommended collector routes for submission to the sub-group and the Regional Road Group centred on a priority listing.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

#### **POLICY IMPLICATIONS**

Whilst there are no known policy implications in relation to this item, identification of collector roads/routes in the Shire will enable Council to progress to the preparation of a policy along with a roads hierarchy.

#### **FINANCIAL IMPLICATIONS**

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

#### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Strategic Community Plan 2013-2023:

#### **6.2 Focus area two: Developing Leadership**

##### **Goal Five: We want to strengthen our community's position for the future**

Strategy	Outcome
Maintain a resilient and independent Shire, with a clear vision for the future	A sustainable and progressive local government
A representative model that reflects the community and acts on their aspirations	Effective governance and advocacy by the Shire

The matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Corrigin Corporate Business Plan 2013-2017:

#### **5. STRATEGIC THEMES**

##### **5.2 Developing Leadership**

Strategic Community Plan link	Strategies
Goal Four - 1	Regular Council meetings and forums are held to facilitate transparent and informed decision making



**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Note the request from Main Roads WA's (Attachment 8.3.1A) that Council confirms which routes to be regarded as important collector roads/routes.*
2. *Endorse the important collector roads/routes within the Shire of Corrigin as provide for in Attachment 8.3.1B.*
3. *Authorise the Shire President and the Chief Executive Officer to submit and negotiate with the road sub-group generally based on the important collector roads/routes as provide for in Attachment 8.3.1B.*

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

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

**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**

The next ordinary meeting of Council is scheduled for Tuesday 19 July 2016 at 9 Lynch Street  
Corrigin commencing at 3pm.

**17. MEETING CLOSURE**