



# A G E N D A

## ORDINARY COUNCIL MEETING

26 September 2023

### Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 26 September 2023 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

## Order of Business

12.30pm – 1.00pm	Lunch
1.00pm – 2.15pm	Discussion Forum
2.15pm – 2.30pm	Citizenship Ceremony
2.30pm – 3.00pm	Afternoon Tea
3.00pm	Council Meeting

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



**Natalie Manton**  
Chief Executive Officer  
21 September 2023

*Disclaimer:*

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

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## Contents

1	DECLARATION OF OPENING .....	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	4
3	PUBLIC QUESTION TIME .....	4
4	MEMORIALS .....	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
6	DECLATIONS OF INTEREST .....	4
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES.....	4
7.1.1	ORDINARY COUNCIL MEETING .....	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES .....	4
7.2.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE .....	4
7.2.2	BUSH FIRE ADVISORY COMMITTEE.....	5
8	MATTERS REQUIRING A COUNCIL DECISION .....	6
8.1	CORPORATE AND COMMUNITY SERVICES REPORT.....	6
8.1.1	ACCOUNTS FOR PAYMENT .....	6
8.1.2	MONTHLY FINANCIAL REPORTS .....	8
8.2	GOVERNANCE AND COMPLIANCE.....	10
8.2.1	DUAL FIRE CONTROL OFFICERS 2023/24 .....	10
8.2.2	INCIDENT MANAGEMENT AND BUSINESS CONTINUITY .....	12
8.2.3	MAIN ROADS HEAVY VEHICLE RAV 7 ACCESS REQUEST .....	14
8.3	WORKS AND SERVICES .....	18
9	CHIEF EXECUTIVE OFFICER REPORT.....	18
10	PRESIDENT'S REPORT .....	18
11	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM .....	18
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL .....	18
13	INFORMATION BULLETIN .....	18
14	WALGA AND CENTRAL ZONE MOTIONS .....	18
15	NEXT MEETING.....	18
16	MEETING CLOSURE .....	18

## **1 DECLARATION OF OPENING**

Council would like to acknowledge that this meeting is being held on the traditional lands of the Noongar people and pay our respects to their elders past, present and emerging.

Councillors, staff, and members of the public are advised that the Council meeting is being recorded for future publication.

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

## **3 PUBLIC QUESTION TIME**

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

Questions and statements are to be –

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

## **4 MEMORIALS**

The Shire has been advised that Raymond Henderson and Alan Hamilton have passed away since the last meeting.

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

NIL

## **6 DECLATIONS OF INTEREST**

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

## **7 CONFIRMATION OF MINUTES**

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 August 2023 (Attachment 7.1.1).

#### **OFFICERS RECOMMENDATION**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 August 2023 (Attachment 7.1.1) be confirmed as a true and correct record.*

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

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

Minutes of the Local Emergency Management Committee meeting held on Monday 4 September 2023 (Attachment 7.2.1).

#### **OFFICERS RECOMMENDATION**

*That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Monday 4 September 2023 (Attachment 7.2.1).*

**7.2.2 BUSH FIRE ADVISORY COMMITTEE**

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 September 2023 (Attachment 7.2.2).

**OFFICERS RECOMMENDATION**

*That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Thursday 7 September 2023 (Attachment 7.2.2).*

## **8 MATTERS REQUIRING A COUNCIL DECISION**

### **8.1 CORPORATE AND COMMUNITY SERVICES REPORT**

#### **8.1.1 ACCOUNTS FOR PAYMENT**

Applicant:	Shire of Corrigin
Date:	14/09/2023
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – August 2023

#### **SUMMARY**

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of August 2023.

#### **BACKGROUND**

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

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.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

#### **COMMENT**

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Policy 2.7 – Purchasing Policy  
Policy 2.16 - Corporate Credit Cards

#### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

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

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receives the list of accounts paid during the month of August 2023 as per the attached Schedule of Payment, and as summarised below:*

***Municipal Account (inclusive of credit card and fuel card purchases)***

<i>Cheque Payments</i>	<i>020948 - 020956</i>	<i>\$20,121.60</i>
<i>EFT Payments</i>	<i>EFT19096 - EFT19186</i>	<i>\$470,309.74</i>
<i>Direct Debit Payments</i>		<i>\$29,682.64</i>
<i>EFT Payroll Payments</i>		<i>\$129,277.27</i>

***Total Municipal Account Payments*** ***\$649,391.25***

***Trust Account***

<i>EFT Payments</i>	<i>EFT19185</i>	<i>\$61.75</i>
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***Total Trust Account Payments*** ***\$61.75***

***Licensing Trust Account***

<i>Direct Debit Payments</i>		<i>\$26,773.50</i>
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***Total Licensing Trust Account Payments*** ***\$26,773.50***

***Total of all Accounts***

***\$676,226.50***

## 8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	21/09/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 August 2023

### SUMMARY

This report provides Council with the monthly financial report for the month ending 31 August 2023.

### BACKGROUND

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

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

### COMMENT

Further information on the August financial position is in the explanation of material variances included in the monthly financial report.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/23 Annual Budget.



**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the month ending 31 August 2023 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 DUAL FIRE CONTROL OFFICERS 2023/24

Applicant:	Shire of Wickepin, Kulin and Pingelly
Date:	18/09/2023
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 - Appointment letters of Dual Fire Control Officers 2023/24

#### SUMMARY

The Shire's of Wickepin, Kulin and Pingelly have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2023/2024 bush fire season.

#### BACKGROUND

The Shire of Corrigin has received correspondence from the Shire's of Wickepin, Kulin and Pingelly requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2023/2024 bush fire season:

Shire of Wickepin:

- David Stacey
- Jim Hamilton

Shire of Kulin

- Donald Bradford
- David Lewis

Shire of Pingelly

- Rodney Leonard Shaddick
- Brodie Cunningham
- Jeffrey Bernard Edwards
- Robert John Lee
- Sam MacNamara

#### COMMENT

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

#### STATUTORY ENVIRONMENT

*Bush Fires Act 1954*

#### POLICY IMPLICATIONS

NIL

#### FINANCIAL IMPLICATIONS

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Social**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2023/2024 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:*

*Shire of Wickepin:*

- *David Stacey*
- *Jim Hamilton*

*Shire of Kulin*

- *Donald Bradford*
- *David Lewis*

*Shire of Pingelly*

- *Rodney Leonard Shaddick*
- *Brodie Cunningham*
- *Jeffrey Bernard Edwards*
- *Robert John Lee*
- *Sam MacNamara*

## 8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	20/09/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0060
Attachment Ref:	Attachment 8.2.2.1 – Incident Management and Business Continuity Response Plan Attachment 8.2.2.2 – Incident Management and Business Continuity Response Procedures Manual

### SUMMARY

Council is asked to review and endorse the Incident Management and Business Continuity Response Plan and Procedures Manual that were last reviewed and adopted by Council in August 2021.

### BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual forms part of the Shire of Corrigin overall risk management framework. The plan and procedures are required to be reviewed annually by the Chief Executive Officer (CEO) and the Incident Management Team before being endorsed by Council for consideration and adoption.

### COMMENT

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

These plans were reviewed during the Covid-19 pandemic in June 2020 and gave members of the Incident Management Team valuable insight into how a planned approach can assist with incident management and business continuity for the Shire. The learnings from the pandemic were incorporated into the review in 2020 with this review being more about updating of out of date information and staff changes.

Once adopted by Council, copies of the updated plans and procedures will be distributed to relevant staff and off-site locations.

**STATUTORY ENVIRONMENT**

*Local Government (Audit) Regulations 1996.*

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Governance and Leadership**

**Strong Governance and leadership**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council adopt the Incident Management and Business Continuity Response Plan and Incident Management and Business Continuity Response Procedures Manual as provided in Attachments 8.2.2.1 and 8.2.2.2.*

### 8.2.3 MAIN ROADS HEAVY VEHICLE RAV 7 ACCESS REQUEST

Applicant:	Shire of Corrigin
Date:	21/09/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for access to roads in the Shire of Corrigin to be upgraded to Restricted Access Vehicle (RAV) 7.

#### BACKGROUND

Main Roads WA Heavy Vehicle Services (HVS) has received an application to add the following roads the RAV network:

Dimension Requirements						Comments
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	
4040112	Simpson Rd	Wickepin Corrigin Road (0.00)	Jubuk South Rd (6.10)	Nil	Tandem Drive Network 7	6-8m wide gravel road
4040023	Jubuk South Rd	Brookton Hwy (0.00)	Bullaring Pingelly Rd (14.6)	Tandem Drive Network 4	Tandem Drive Network 7	Previously declined support 10m wide gravel road Poor sight lines on Jubuk South Road at intersection of Brookton Highway
4040003	Bullaring Pingelly Rd	Jubuk South Road (13.02) Rafferty Road	Wickepin Corrigin Rd (17.77)	Tandem Drive Network 4	Tandem Drive Network 7	Previously supported awaiting Main Roads assessment Approved RAV 7 Gorge Rock to Bullaring Narrow bitumen seal with wide shoulders. Some crests School bus route
4040171	Wickepin Corrigin Rd	Bullaring Gorge Rock Road (17.29)	Simpson Road (23.55)	Tandem Drive Network 5	Tandem Drive Network 7	Previously declined support Narrow in some sections. Very narrow shoulders

In October 2019 Council adopted a road hierarchy and associated maintenance and renewal standard for roads in the shire. In the policy roads were defined as follows:

- **Major Roads** - regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- **Limited Local Roads** - unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as school bus routes, harvest destinations and other factors will be considered.
- **Feeder Roads and Streets** - Generally sealed, have an annual average daily traffic greater than 50 vehicles and acting as connector roads.

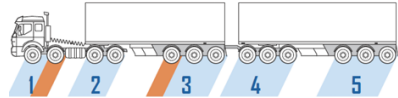
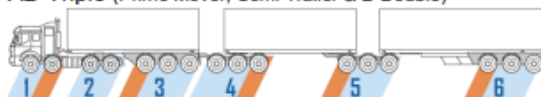

The Major and Collector roads indicated in green below have previously been approved by Council for RAV 7 status.

**Major Roads and Collector Roads**

Road Name	Road type	Current RAV Status	Previously Supported
Bilbarin East Road	Narrow Bitumen	7	Yes
Bilbarin Quairading Road	Half gravel road	7	Yes
Babakin-Corrigin Road	Narrow Bitumen	4	Yes
Barber Road	All gravel road	4	Yes
Bendering Road <small>Approved RAV 7 in Shire of Kondinin</small>	Half gravel road	4	Yes
Bullaring-Pingelly Road	Narrow Bitumen	4	Yes
Bullaring-Gorge Rock Road	Half gravel road	7	Yes
Bulyee Road	Bitumen	7	Yes
Bulyee - Kweda	All gravel road	7	Yes
Bulyee Quairading Rd	Narrow Bitumen	4	N/A
Corrigin-Bruce Rock Road	Wide Bitumen	7	Yes
Corrigin-Narembeen Road <small>Approved RAV 7 in Shire of Narembeen</small>	7m Wide Bitumen seal	5	N/A
Corrigin South Road (and Doyle Road (West))	Half gravel road	7	Yes
Dry Well Road	Half gravel road	7	Yes
Gill Road, Kunjin	Narrow Bitumen	7	Yes
Lomos South Road	All gravel road	5	Yes
Lomos North Road	All gravel road	7	Yes
Quairading-Corrigin Road	Narrow Bitumen	7	Yes
Rabbit Proof Fence Road	Narrow Bitumen	7	Yes
Wickepin-Corrigin Road	Narrow Bitumen	5	No

Main Roads WA describes the various prime mover and trailer combinations in the Operating Conditions. Table 1 below show the difference in length and maximum mass for RAV 4 and RAV 7 categories.

Table 1 Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories

Category 4 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	88.5 t	RAV Network 4
Category 7 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-Double) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7
7B	BA-Triple (B-Double & Dog Trailer) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7

More information on the specific combinations is available on the Main Roads website below.

[prime-mover-trailer-combinations-operating-conditions](#)

[Orders/tandem-drive-prime-mover-trailer-combinations-restricted-access-vehicle-categories.pdf](#)

[Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

[Accredited Mass Management Scheme \(AMMS\) Tandem Drive Prime Mover, Trailer Combinations](#)

[Restricted Access Vehicle \(RAV\) Categories](#)

[Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

[Accredited Mass Management Scheme \(AMMS\) Tri Drive Prime Mover, Trailer Combinations](#)

[Restricted Access Vehicle \(RAV\) Categories](#)

#### COMMENT

Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this Council is required to balance maintenance, whole of life costs, user amenity and value for money as well as economic benefits for the shire.

Main Roads WA notes that increased RAV access provides productivity benefits to the transport industry as well as considerable benefits to road managers and the local community. These benefits are based around reducing the number of heavy vehicle movements on the road and reducing risks such as serious crashes, carbon emissions, heavy vehicle noise, road wear and congestion. More information on the benefits of RAV access is outlined in the Main Roads [RAV Access Benefits](#) document.

HVS conduct onsite assessments and consider the safety aspects of approving RAV access in accordance with the [Standard Restricted Access Vehicle Route Assessment Guidelines](#) and [Guidelines for Approving RAV Access](#). The Heavy Vehicle Services team are currently assessing Bullaring Pingelly Road, Wickepin Corrigin Road and Jubuk South Road.



Simpson Road is a narrow gravel road with an average carriage width of five to six metres which is less than the recommended low volume rural road minimum width. There are three sharp bends on the road although the applicant does not require access to this section.

The Bullaring Pingelly Road is approved for RAV 7 from Gorge Rock to Bullaring; RAV 5 from Lomos Road to Corrigin shire boundary and RAV 6 in the Shire of Pingelly.

In April 2020 Council resolved not to support future applications for RAV 7 on Limited Local Roads due to the ongoing cost of upgrades and maintenance.

Council has previously supported the application for RAV 7 access for the Bullaring Pingelly Road.

Council has previously declined support for Jubuk South Road and Wickepin Corrigin Road due to safety concerns.

Council may consider approving RAV 7 access to the limited local roads with Type A conditions.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

### POLICY IMPLICATIONS

11.3 Road Hierarchy, Maintenance and Renewal Policy

### FINANCIAL IMPLICATIONS

The Shire of Corrigin 10 year road program details the cost of road maintenance, renewal and upgrades of approximately \$2-3million per annum.

There is a significant gap between amount of funding required for road maintenance, renewal and upgrade as outlined in the policy and funding availability.

### COMMUNITY AND STRATEGIC OBJECTIVES

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

**Objective:** Environment

An attractive natural and built environment for the benefit of current and future generations

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1	Safe, efficient and well maintained road and footpath infrastructure	3.1.2	Update, review and achievement of the Road Asset Management Plan including network hierarchy and service levels

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council does not support the application for RAV 7 for Simpson Road access in line with the road hierarchy, narrow road width and sharp corners.*

**8.3 WORKS AND SERVICES**

**9 CHIEF EXECUTIVE OFFICER REPORT**

The Chief Executive Officer's report was provided to Council during Discussion Forum

**10 PRESIDENT'S REPORT**

**11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM**

**12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL**

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

Ordinary Council Meeting on 17 October 2023.

**16 MEETING CLOSURE**