

SHIRE OF



# AGENDA

## ORDINARY COUNCIL MEETING

TUESDAY 21 July 2020

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



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



## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on  
Tuesday 21 July 2020 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

12.30pm	Lunch
1.00 pm	Discussion Forum
2.30pm	Afternoon Tea
3.00 pm	Council Meeting

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

Natalie Manton – Chief Executive Officer

*Disclaimer:*

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

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**1 DECLARATION OF OPENING**

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

**APOLOGIES**

NIL

**LEAVE OF ABSENCE**

Cr Gilmore

**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 have been advised that Mr WR (Bill) Seimons JP OAM passed away since the last meeting.

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

**6 DECLARATIONS OF INTEREST**

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

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

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 June 2020 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 June 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

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

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	1/07/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – JUNE 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	11	88	Movie Club Fees	0	77
Photocopying / Printing / Faxing	27	277	Phonebook Sales	2	56
Laminating / Binding / Folding	7	48	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	6	70	Book Sales	0	2
Room Hire	1	71	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	0	21	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	25	Phone calls	0	0
Resource Centre Membership Fees	0	12	Sale of Assets	0	0
Exam Supervision	0	5			
Total:	52	617	Total:	2	138
Monthly People through:	54				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	12	37	Corrigin Toy Library	9	82
Tourism	24	343	Broadband for Seniors / Webinars	10	112
Government Access Point	0	45	General Enquires (Face/Email/Website)	146	1403
Community Information	20	254	Corrigin Public Library	48	684
Conf. / Vid Conf. / Training	46	1015	Corrigin Library eResources	55	961
University Exams	0	8			
Total:	102	1702	Total:	268	3242
Monthly People through:	370				

**TOTAL FOR THE MONTH OF JUNE: 424**

\*COVID-19 pandemic restrictions in place

## NIL

## NIL

Further easing of COVID-19 restrictions has allowed the return of room bookings.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

### Objective: Social

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

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

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

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

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



### 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	7/07/2020
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – June 2020

#### SUMMARY

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

#### BACKGROUND

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

#### COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of June 2020 are provided as Attachment 8.1.2 – Accounts for Payment - June 2020.

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

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15138 - 15187, 15191 - 15242	\$566,223.77	
	Cheque	020516 - 020523	\$13,096.99	
	Direct Debit	June 2020	\$127,400.65	
	Payroll	June 2020	\$126,137.73	<b>\$832,859.14</b>
Trust	EFT	15188 - 15190	\$1,771.15	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$1,771.15</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	June 2020	\$24,843.95	<b>\$24,843.95</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of June 2020</b>				<b>\$859,474.24</b>

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

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – June 2020, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & ES Trust & Licensing	EFT	EFT15137	EFT15138
Municipal	Cheque	020515	020516
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

### **POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy

### **FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2019/2020 Annual Budget.

### **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

#### **Objective: Leadership**

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

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

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

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$859,474.24 have been made during the month of June 2020.*

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	08/07/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 April 2020 to 28 May 2020.

#### BACKGROUND

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

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

#### COMMENT

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

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

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

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

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy  
Policy 2.16 - Corporate Credit Cards

#### FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

### Objective: Leadership

**Strong Governance and leadership**

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

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

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 April 2020 to 28 May 2020 for \$574.61.*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 BUDGET ADOPTION 2020/21

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0**
Attachment Ref:	Attachment 8.2.1 - 2020/2021 Budget, 10 Year Road Program, 10 Year Plant Replacement Program, Capital and Project Expenditure 2020/2021

#### SUMMARY

The purpose of this report is to consider and adopt the Shire of Corrigin budget for the 2020/21 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected member's fees for the year and other consequential matters arising from the budget papers.

#### BACKGROUND

Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

#### COMMENT

The draft 2020/21 budget continues to deliver on strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

#### Rates Modelling

Based on the following:

- Unimproved Values of 157,466,927
- Gross Rental Values of 4,504,468
- Non rateable Values of 965,893
- Average increase in rates of 0%
- Minimum payments for UV and GRV properties of \$390

Fees and charges were adopted separately at the April 2020 Ordinary Council meeting.

#### Allowances

The allowances paid to elected members are in line with the annual payments for Band 4 as per the Salaries and Allowances Tribunal.

#### Borrowings

There are no new borrowings planned for the 2020/21 financial year.

#### Reserve Accounts

The 2020/2021 budget includes transfers to reserves of \$21,610 and transfers from reserves of \$1,410,680. It is proposed in this item to close some reserve accounts and consolidate similar accounts into one account to reduce the number of reserve accounts that are not being utilised.

### Brought Forward Value

The opening balance for the 2020/21 is based on a brought forward surplus of \$1,640,666 as at 30 June 2020. This unaudited figure may change due to adjustments to the opening balance required as part of the auditing process. Council received advance payments for the Federal Assistance Grant and the first milestone payment for the Aged Housing Project Grant which were locked away in reserves prior to the end of the financial year. The first quarter of the ESL funding payment and the second milestone payment for the Aged Housing Project were also received and form part of the brought forward balance.

### Capital Works

A large Capital Works budget of \$5,308,632 is proposed in the 2020/21 financial year.

The capital program includes \$1,221,880 of new construction and upgrades to Council buildings, \$1,071,400 of plant replacement including the purchase of a new grader and fire truck, \$1,015,358 of other infrastructure upgrades including upgrades to the oval lights. These projects have funding provided from the following sources:

2019/2020 Budget	Carry over surplus	\$475,239
2020/2021 Budget	Transfer from Reserves	\$245,000
Wheatbelt South Aged Housing Alliance	Aged Housing Project	\$399,998
Dept Water and Dept Regional Development	Drought Communities Program	\$1,000,000
Dept of Fire and Emergency Service	Central Brigade Fire Truck	\$450,000

The Capital Road Program budget includes \$1,999,994 in road projects with \$1,615,413 grant funding provided from the following sources:

Main Roads	Regional Road Group	\$364,191
	Direct Grant	\$168,140
DLGSCI	Federal Assistance Grant – Roads	\$158,456
DITRDC	Roads to Recovery Program	\$435,275
	Local Roads and Community Infrastructure Program	\$472,092

### STATUTORY ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next 30<sup>th</sup> June.

Division 5 and 6 of part 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government Act (Financial Management) Regulations 1996* details the form and content of the budget.

## **POLICY IMPLICATIONS**

The budget is based on the principles outlined in the Shire of Corrigin Strategic Plan, Corporate Business Plan and other related documents.

## **FINANCIAL IMPLICATIONS**

Financial implications are detailed within the report and in the attached budget documentation.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

### **Objective: Leadership**

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

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

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

## **VOTING REQUIREMENT**

Absolute Majority is required for some recommendations in the report while Simple Majority is required in other parts.

## **OFFICER'S RECOMMENDATION**

### **PART A – MUNICIPAL FUND BUDGET FOR 2020/21**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in the Attachments of this agenda for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Transfers to / from Reserve Accounts as detailed in the budget notes
- Notes to and forming part of the Budget (excluding Road Program)

### **ABSOLUTE MAJORITY REQUIRED**

### **PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

General Rates

- Residential (GRV) 0.09128 cents in the dollar
- Rural (UV) 0.01393 cents in the dollar

Minimum Payments

- Residential (GRV) \$390
- Rural (UV) \$390

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1<sup>st</sup> instalment due date 4 September 2020
- 2<sup>nd</sup> quarterly instalment due date 4 November 2020
- 3<sup>rd</sup> quarterly instalment due date 4 January 2021
- 4<sup>th</sup> quarterly instalment due date 4 March 2021

Pursuant to section 6.45(3) of the *Local Government Act 1995* and clause 13 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, an additional charge of \$10 and interest rate of 2% applicable to rate and service charge instalment arrangements subject to:

- a. This additional charge and interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined by the Shire of Corrigin as suffering financial hardship as a consequence of the COVID-19 pandemic.

Pursuant to section 6.51(1) of the *Local Government Act 1995* and clause 14 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, an interest rate of 5.5% applicable to overdue and unpaid rate and service charges, subject to:

- a. This interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined by the Shire of Corrigin as suffering financial hardship as a consequence of the COVID-19 pandemic.

**ABSOLUTE MAJORITY REQUIRED**

**PART C – OTHER STATUTORY FEES FOR 2020/21**

Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- per bin weekly collection \$425pa
- per bin weekly collection – eligible pensioner \$318.75pa
- includes 120 litre bin and 240 litre recycling bin

Commercial Premises



- per bin weekly collection \$485pa
- Includes 240litre bin and 240litre recycling bin

Domestic/Commercial Rubbish Service – 2nd Service

- 2nd 120 litre bin \$375pa
- 2nd 240 litre bin \$435pa
- extra recycle service – 240 litre recycling bin \$305pa

**SIMPLE MAJORITY**

**PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2020/21**

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

President	\$7,000
Elected Member	\$3,589

Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Information, Communication and Technology Allowance	\$1,000
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Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

President	\$7,500
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Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

Deputy President	\$1,875
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**ABSOLUTE MAJORITY REQUIRED**

**PART E – MATERIAL VARIANCE REPORTING FOR 2020/21**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2020/21 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

**SIMPLE MAJORITY**

**PART F – ROAD WORKS PROGRAM FOR 2020/21**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, council adopt the 2020/21 Roadworks Program as presented in the Budget Notes.

**PART G – CONSOLIDATION OF RESERVE FUNDS**

Pursuant to section 6.11 of the *Local Government Act 1995* and part 1 section 17 of the *Local Government (Financial Management) Regulations 1996*, council adopt the following changes to Reserves:

- a. Community Bus Reserve be consolidated with the Plant Replacement Reserve and the Community Bus Reserve be closed as the bus is classified as a major plant item as per the purpose of the Plant Replacement Reserve.
- b. Community Development Reserve be closed and all future funding requirements for upgrading community facilities be considered in the annual budget process.
- c. Child Care Reserve be closed as Council no longer needs to allow for a provision to provide a facility or service as it is now operated privately.
- d. Centenary Celebrations Reserve be closed as no longer required or utilised.
- e. Royalties for Regions Funds, Financial Assistance Grant and RLCIP Grant Reserves be consolidated to one Reserve called Grant and Contributions Reserve and the purpose of the reserve being to quarantine any unspent grant and contribution funds received during the financial year until funds are required.

### 8.2.2 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	1/07/2020
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CM.0054
Attachment Ref:	Attachment 8.2.2.1 – Incident Management and Business Continuity Plan Attachment 8.2.2.2 - Business Continuity Response Procedures Manual

#### SUMMARY

This report relates to the review of Council's existing Incident Management and Business Continuity Response Plan and Procedures Manual that was last reviewed and adopted by Council in March 2019.

#### BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual is to be reviewed annually by the Chief Executive Officer (CEO) Executive Officer (EO) and Governance Project Officer (GPO) and is to be taken to the Incident Management Team for consideration and adoption. As part of the overall review of the Shire's Risk Management Framework the plan is then taken to Council for consideration and adoption.

#### COMMENT

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

The review reflects new management and staff structural changes as well as updating any out of date information contained within the plan and procedures.

This review was completed during the COVID-19 pandemic which gave members of the Incident Management Team valuable insight into how the planned approach can assist with business continuity. The CEO as part of the review has made the plans more relevant to the Shire of Corrigin including learnings by the Incident Management team on what items worked or didn't throughout the real-life business disruption.

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

## STATUTORY ENVIRONMENT

In accordance with the *Local Government (Audit) Regulations 1996* (Regulations) a local government's CEO is to review the appropriateness and effectiveness of the local government's systems and procedures with regard to risk management, internal control and legislative compliance.

### **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 2017-2027 and Corporate Business Plan 2018-2022:

### **Objective: Leadership**

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

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.2	Annual review of Council's policies and Corporate Business Plan.

## VOTING REQUIREMENT

Simple Majority

## 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 Attachment 8.2.2.1 and 8.2.2.2.*

### 8.2.3 WALGA AGM VOTING DELEGATES

Applicant:	Shire of Corrigin
Date:	8/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0022
Attachment Ref:	Attachment 8.2.3 - Notice of WALGA Annual General Meeting 2020

#### SUMMARY

Council is requested to confirm delegates for the WA Local Government Association (WALGA) Annual General Meeting to be held on Friday 25 September 2020.

#### BACKGROUND

In previous years the voting delegates for the Shire of Corrigin have been the President and Deputy President.

WALGA also has provision for Council to nominate a proxy voting delegate, Council may wish to consider nominating the CEO as proxy.

All member local governments are entitled to be represented by two voting delegates. Only registered delegates are permitted to exercise voting entitlements on behalf of Council.

The meeting will address issues of interest to all local governments including policy issues, constitutional amendments and key focus areas for the Association.

#### COMMENT

Council is invited to submit motions for inclusion on the WALGA AGM agenda in writing by Friday 31 July 2020.

Council may nominate two voting delegates and two proxies.

#### STATUTORY ENVIRONMENT

Section 9.58 of the *Local Government Act 1995* makes provisions regarding WALGA.

#### POLICY IMPLICATIONS

Policy 8.9 elected members' business, conferences and training expenses

#### FINANCIAL IMPLICATIONS

A budget currently exists for elected members to attend training, including the WA Local Government Convention.

#### COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

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

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.1	Council maintain financial stability

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council appoints Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as the Shire of Corrigin voting delegates and Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as proxy voting delegates for the 2020 WALGA Annual General Meeting.*

## 8.2.4 CARAVAN PARK LEASE (CONFIDENTIAL)

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Nil

### REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

### OFFICER'S RECOMMENDATION

*That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

### SUMMARY

Council is asked to consider the request to surrender the existing lease for the Corrigin Caravan Park and enter into a new lease agreement.

### BACKGROUND

### COMMENT

Council has made allowance in the 2020/21 draft budget for the lease of the Corrigin Caravan Park.

The 2020/21 budget also includes provision for the installation of a new ablution and amenities building which will increase the market value and market rental value of the property.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

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.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
  - (b) the consideration to be received by the local government for the disposition; and*
  - (c) the market value of the disposition —*
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) any other disposition that is excluded by regulations from the application of this section.*

*Local Government (Functions and General) Regulations*

*30. Dispositions of property excluded from Act s. 3.58*

*Caravan Parks & Camping Grounds Act 1995*

*Caravan Parks & Camping Grounds Regulations 1997*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Income from the lease of the Corrigin Caravan Park is included in the draft 2020/21 budget.



## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

### **Objective: Leadership**

**Strong Governance and leadership**

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

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

### **Objective: Economic**

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

#### **Outcome 1.3 – Well supported and diverse industry**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.3.1	Develop and implement an Economic and Tourism Strategy for the district	1.3.1.2	Implement Economic and Tourism Develop Strategy
		1.3.1.3	Economic and Tourism Develop strategies, programs and initiatives to be incorporated in Long Term Financial Plan and annual budgets

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

## **8.2.5 OFFER TO PURCHASE LOT 16 GRANITE RISE ESTATE (CONFIDENTIAL)**

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Attachment 8.2.5 - Confidential Report Offer to Purchase Lot 16 Granite Rise Estate

### **REASON FOR CONFIDENTIALITY**

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

### **OFFICER'S RECOMMENDATION**

*That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

### **SUMMARY**

Council is asked to consider a conditional offer to purchase Lot 16 Granite Rise (2 Price Retreat).

### **BACKGROUND**

In 2009 the Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate. Sales of land in the development have been slow and only three block have been developed to date. Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently.



## COMMENT

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting in March 2020.

Only one block in the Granite Rise Estate has sold to a private buyer in the past 10 years with the remaining two blocks being developed by the Shire of Corrigin and Department Housing.

The buyer has been notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before the offer can be signed.

## STATUTORY ENVIRONMENT

Local Government Act 1995

### 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.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
  - (b) the consideration to be received by the local government for the disposition; and*
  - (c) the market value of the disposition —*
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) any other disposition that is excluded by regulations from the application of this section.*

*Local Government (Functions and General) Regulations*

*30. Dispositions of property excluded from Act s. 3.58*

*Local Government (Uniform Local Provisions) Regulations 1996, Reg15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)*

- (1) Where —*
- (a) a local government —*
    - (i) under regulation 12 constructs or approves the construction of; or*
    - (ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*
  - (b) the crossing is the first crossing in respect of the land; and*
  - (c) the crossing is a standard crossing or is of a type that is superior to a*

*standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.*

## **POLICY IMPLICATIONS**

Policy 14.4 Crossovers

Policy 10.2 Proceeds of the Sale of Industrial or Residential Land

## **FINANCIAL IMPLICATIONS**

The reserve price for land in the Granite Rise Estate was set at the Council meeting in March 2020. The reserve price was discounted by 20% from previous reserve price.

Income from the sale of vacant land is included in the draft 2020/21 budget.

Costs associated with the real estate agent commission of 1.5% percent of the sale price and settlement agent fees will apply to the sale of land.

In August 2017 Council accepted an offer for a similar lot in the Granite Rise Estate and was made aware that the Shire, as adjoining land owner, may be required to contribute to the cost of adjoining fences which was estimated to be approximately \$2,500.

The cost for a standard crossover is \$815.75 in the 2020/21 Fees and Charges.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

**Objective: Leadership**

**Strong Governance and leadership**

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

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

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

## **8.2.6 OFFER TO PURCHASE 5 ABE WAY (LOT 20) GRANITE RISE ESTATE (CONFIDENTIAL)**

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0002
Attachment Ref:	Attachment 8.2.6 - Confidential Report Offer to Purchase Lot 20 Granite Rise Estate

### **REASON FOR CONFIDENTIALITY**

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

### **OFFICER'S RECOMMENDATION**

*That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

### **SUMMARY**

Council is asked to consider a conditional offer to purchase 5 Abe Way (Lot 20) Granite Rise Estate.

### **BACKGROUND**

In 2009 the Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate. Sales of land in the development have been slow and only three block have been developed to date. Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently.

Following the recent advertising an offer has been received for 5 Abe Way (Lot 20).



## COMMENT

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting on 17 March 2020.

Only one block in the Granite Rise Estate has sold to a private owner in the past 10 years with the remaining two blocks being developed by the Shire of Corrigin and Department Housing.



The buyer has been notified that the Shire of Corrigin will need to advertise for a period of two weeks and consider any submissions before the offer can be signed.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

#### **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.

**(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —**

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

### *Local Government (Functions and General) Regulations*

#### **30. Dispositions of property excluded from Act s. 3.58**

*Local Government (Uniform Local Provisions) Regulations 1996, Reg15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)*



- (1) Where —
- (a) a local government —
    - (i) under regulation 12 constructs or approves the construction of; or
    - (ii) under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
  - (b) the crossing is the first crossing in respect of the land; and
  - (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

### **POLICY IMPLICATIONS**

Policy 14.4 Crossovers

Policy 10.2 Proceeds of the Sale of Industrial or Residential Land

### **FINANCIAL IMPLICATIONS**

The reserve price for land in the Granite Rise Estate was set at the Council meeting in March 2020. The reserve price was discounted by 20% from the previous reserve price.

Income from the sale of vacant land is included in the draft 2020/21 budget.

Costs associated with the real estate agent commission of 1.5% percent of the sale price and settlement agent fees will apply to the sale of land.

In August 2017 Council accepted an offer for a similar lot in the Granite Rise Estate and was made aware that the Shire, as adjoining land owner, may be required to contribute to the cost of adjoining fences which was estimated to be approximately \$2,500.

The cost for a standard crossover is \$815.75 in the 2020/21 Fees and Charges.

### **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

**Objective: Leadership**

**Strong Governance and leadership**

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

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

### **VOTING REQUIREMENT**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

### 8.2.7 GRANITE RISE INCENTIVE

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	LUP.0002
Attachment Ref:	Nil

#### SUMMARY

Council is asked to consider a financial incentive for purchasers of land in the Granite Rise Estate during the next two years to encourage development of the estate

#### BACKGROUND

Shire of Corrigin developed 32 residential lots in the subdivision known as Granite Rise Estate in 2009. Sales of land in the development have been slow and only three blocks have been developed to date with one of the blocks selling to a private owner in 2017.

An offer for Lot 8 Abe Way in the Granite Rise Estate was made in July 2017 but did not proceed to a sale due to the failure to negotiate an agreed purchase price.

Council renewed the selling agent agreement in March 2020 and resolved to promote the housing development more prominently. Two conditional offers have been received in July 2020.

In August 2017 Council accepted an offer from a private buyer for a lot in the Granite Rise Estate and was made aware that under the *Dividing Fences Act 1961*, the Shire, as adjoining land owner, was responsible for sharing the cost of adjoining fences which was estimated at the time to be approximately \$2,500.

The [Dividing Fences Act 1961](#) regulates the erection and maintenance of dividing fences in WA and provides a process for sharing costs between neighbours. A dividing fence is defined as a fence that separates the land between land owners on the common boundary. The Act does not bind the Crown, so where the adjoining land is owned by the Commonwealth, State or local government and is used for public purposes (such as a road), the local government is not required to contribute to the costs of erecting or maintaining the fence.

Where one or both blocks are vacant, land owners are encouraged to negotiate a written agreement with the owner of the adjoining block regarding a dividing fence. The Shire of Corrigin as the owner of the adjacent vacant land would only be required to contribute half of the cost incurred in erecting the sufficient fence once a building or substantial structure is constructed on the adjoining land.

Any agreement, contract or covenant relating to dividing fences between owners of adjoining land overrides the provisions of the Act.

## COMMENT

The sale of vacant land in the Granite Rise Estate has been very slow with only one private sale in the past 10 years. The proposed cash incentive of \$2,500 is expected to reward early buyers and stimulate future sales of vacant land in the Granite Rise Estate to promote the development of the land.

The two recent conditional offers have asked the shire for discounts or in kind contributions making it difficult to fairly and equitably negotiate the sale of the land to different buyers.

Council is not obliged to contribute to the cost of a dividing fence as outlined in the *Dividing Fences Act 1961* but may wish to promote the cash incentive as a contribution towards fencing costs or site works to promote early development of the vacant land.

The cash incentive would apply to existing private sales of land in the Granite Rise Estate and sales made between July 2020 and June 2022. There are notes on incentives to stimulate sales of the Granite Rise Estate on file and draft guidelines but no final arrangements have been previously endorsed by Council.

The rates income from the sale of vacant land in future is expected to compensate for the initial cash incentive.

Council has made allowance in the 2020/21 draft budget for the sale of land at Granite Rise Estate based on the discounted reserve price for the lots determined by Council at the ordinary Council meeting in March 2020. The cash incentive has also been included in the draft budget following preliminary discussion with Council during budget workshops in June.

As outlined in the *Local Government (Uniform Local Provisions) Regulations 1996*, Reg15 and Council Policy 14.4 the Shire of Corrigin is required to contribute the cost of a standard cross over on newly developed blocks of land which is estimated at \$815.50 in the 2020/21 Fees and Charges.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

3.58. *Disposing of property*

*Local Government (Functions and General) Regulations*

30. *Dispositions of property excluded from Act s. 3.58*

*Local Government (Uniform Local Provisions) Regulations 1996*, Reg15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4)

(1) *Where —*

(a) *a local government —*

(i) *under regulation 12 constructs or approves the construction of; or*

(ii) *under regulation 13(1) requires the construction of, a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and*

(b) *the crossing is the first crossing in respect of the land; and*

(c) *the crossing is a standard crossing or is of a type that is superior to a standard crossing, the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.*

## **POLICY IMPLICATIONS**

Policy 14.4 Crossovers

## **FINANCIAL IMPLICATIONS**

Income from the sale of vacant land is included in the draft 2020/21 budget and provision for a cash incentive following consultation with Council during the budget workshops.

The rates income generated from the sale of vacant land will outweigh the cost of the incentive within three years.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

**Objective: Leadership**

**Strong Governance and leadership**

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

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

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Authorise the Chief Executive Officer to offer a cash incentive of \$2,500 (exclusive of gst) for existing and new private sales of vacant land in the Granite Rise Estate until June 2022 and develop associated guidelines.*

### **8.2.8 PROPOSED CHANGE OF PURPOSE OF CROWN RESERVE 29118 BEING LOT 12 (NO.8) GOYDER STREET, CORRIGIN**

Applicant:	Shire of Corrigin
Landowner:	State of Western Australia
Location:	Lot 12 (No.8) Goyder Street, Corrigin
Date:	14 July 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	TBC
Attachment Reference:	Attachment 8.2.8 – Indicative Site Development Plan

#### **SUMMARY**

This report recommends that Council resolve to request approval from the Minister for Lands to change the current designated purpose of Crown Reserve 29118 from Community Centre to Container Deposit Recycling Centre to allow for the development and use of the land by the Shire of Corrigin as a container deposit recycling facility.

#### **BACKGROUND**

As Council is aware the Shire Administration has been investigating a number of site options for the establishment and operation of a container deposit recycling facility to enable the local community to take their empty beverage containers to a refund point and receive 10 cents for every eligible container returned.

The project is being undertaken by the Shire pursuant to the State Government's recent decision to establish a Container Deposit Scheme for Western Australia to encourage greater recycling of beverage containers which comes into effect on 1 October 2020.

Crown Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin, which is located centrally in the town's designated commercial precinct, has been identified as the preferred location for the development of a new container deposit facility by the Shire.

The subject land is a 'C' class reserve owned by the State of Western Australia that was vested in the Shire in July 1994 for the designated purpose 'community centre'. Lot 12 comprises a total area of approximately 1,012m<sup>2</sup>, is currently vacant and has not been developed or used for any specific purpose.

The land is generally flat throughout its entire area, is served by key essential service infrastructure including reticulated power and water, and has direct frontage and access to Goyder Street along its front boundary to the east and a public-right-of-way along its rear boundary to the west, both of which are local roads under the care, control and management of the Shire.

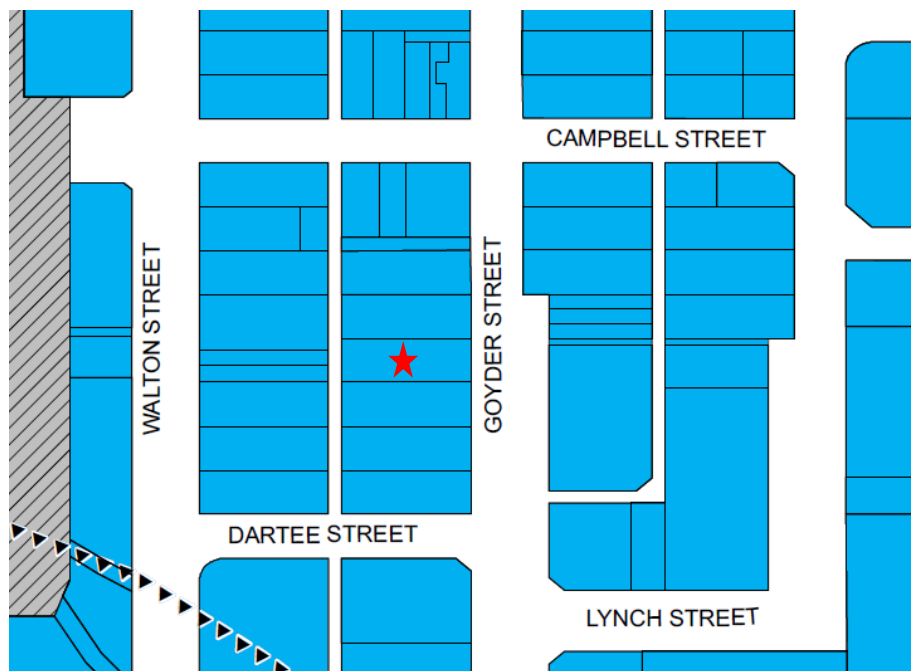
Existing surrounding land uses are predominantly commercial in nature comprising a variety of activities, the majority of which are focused on agricultural services and supplies. The property is also located approximately 30 metres west of an existing aged persons housing development at No.5 Goyder Street.



Location & Lot Configuration Plan (Source: Landgate)

### COMMENT

Lot 12 is classified 'Commercial' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).



Current Zoning Plan (Source: Shire of Corrigin Local Planning Scheme No.2)

Council's stated objective for the development and use of any land classified 'Commercial' zone are as follows:

- i) To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/ restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;
- ii) To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;

- iii) To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and
- iv) To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.

Given the proposed development and use of the land for the purposes of a 'Container Deposit Recycling Centre' will be undertaken by the Shire on land under its care, control and management for the benefit of the local community (i.e. a public purpose), it is exempt from the need for development approval as per section 6 of the *Planning and Development Act 2005*. When planning for the proposed development Council must however have due regard for the land's current zoning objectives outlined above as well as the orderly and proper planning and preservation of the amenity of the immediate locality.

An indicative site development plan has been prepared with due regard for all relevant objectives, standards and requirements of LPS2 as well as recent guidance provided by the Western Australian Planning Commission as it applies specifically to the development and use of container deposit scheme infrastructure (see Attachment 8.2.8). It is contended the proposed plan is acceptable and will not give rise to any negative impacts if the land is developed accordingly and the proposed use is managed appropriately.

Notwithstanding the above conclusion, it should be noted the land cannot be developed and used for the intended purpose until approval is obtained from the Minister for Lands, pursuant to section 51 of the *Land Administration Act 1997*, to change its current designated reserve purpose from 'Community Centre' to 'Container Deposit Recycling Centre'. As such, it is recommended that Council resolve to change the land's current reserve purpose to accommodate the proposal and authorise the Shire Administration to prepare a written submission to the Lands Division of the Department for Planning, Lands and Heritage requesting the Minister for Lands formal approval.

#### **STATUTORY ENVIRONMENT**

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Corrigin Local Planning Scheme No.2
- Land Administration Act 1997

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

It is understood a suitable allowance has been made by Council in its 2020/21 budget to establish and operate a new container deposit recycling facility in the Corrigin townsite for the benefit of the local community.

#### **COMMUNITY AND STRATEGIC IMPLICATIONS**

The proposal for Lot 12 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations.*  
*Environment Outcome 2.1.2 – Provide effective and efficient waste management services.*
- *Social Objective - An effectively serviced, inclusive and resilient community.*  
*Social Outcome 3.1.2 - Continue to provide infrastructure to support social wellbeing of the*

community.

- *Leadership Objective - Strong governance and leadership.*

*Leadership Outcome 4.1.2 - Undertake strategic planning and ensure legislative compliance.*

*Leadership Outcome 4.2.2 - Continue to improve operational efficiencies and provide effective services.*

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

*That Council resolve to:*

- Endorse the indicative site development plan for a proposed new container deposit recycling facility on Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin;*
- Change the current designated purpose of Crown Reserve 29118 being Lot 12 (No.8) Goyder Street, Corrigin from 'Community Centre' to 'Container Deposit Recycling Centre' pursuant to the specific requirements of section 51 of the Land Administration Act 1997; and*
- Authorise the Shire Administration to prepare a written submission to the Lands Division of the Department for Planning, Lands and Heritage requesting the Honourable Minister for Lands approval to point ii) of this recommendation.*



## 8.3 WORKS AND SERVICES

### 8.3.1 TENDER FOR AGED HOUSING UNITS

Applicant:	Shire of Corrigin
Date:	15/07/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0020
Attachment Ref:	Attachment 8.3.1 - Aged Housing Units Confidential Report

#### SUMMARY

This item advises Council of the submissions received in relation to Request for Tender (RFT) 4-2020, Corrigin Aged Housing Units. Council is asked to consider the recommended successful tenderer which represents best value for money.

#### BACKGROUND

The Shire of Corrigin called tenders for the design and construction of two high quality two bedroom aged housing units at 3 Goyder Street (Lot 502) Corrigin. The units will form part of the existing complex of 12 aged housing units managed by the Corrigin Senior Citizen's Committee.



The aged housing unit designs will be based on the following guidelines:

- Age Appropriate Housing Design
- Dementia Friendly Design
- Quality of Care Principles
- Environmental and Energy Efficient Principles

The standard design is to include two bedrooms and one main bathroom or ensuite plus 1 additional toilet for visitors/guests with handwashing facilities.

Tenderers were asked to provide an alternative design option for three bedroom and main bathroom or ensuite plus one additional toilet for visitors/guests with handwashing facilities.

The tender process was well advertised in the West Australian Newspaper, Business News and on the shire website and Facebook. Initial interest in the project was high and a mandatory site visit was attended by six companies.

Only two tenders were received from the following companies:

<b>Company Name</b>	<b>Price Incl GST</b>
Cloutbreak	\$757,004.00
Stallion Homes	\$517,220.00

The tender responses were evaluated by a panel comprising the Chief Executive Officer, Natalie Manton, Building Maintenance Officer, Kody Broun and Administrative Officer, Emma Shaw against a pre-determined selection criteria.

<b>Criteria</b>	<b>Weighting</b>
Tendered price	20%
Relevant company experience	30%
Tenderer's resources and availability	20%
Aged housing design and understanding	25%
Regional price preference	5%

#### **COMMENT**

The submissions received were both professional, detailed and addressed the selection criteria.

Referee checks were conducted on both companies as neither had carried out works in the Shire of Corrigin. Referees were very supportive of both companies.

Based on the weighted evaluations the officers have rated Stallion Homes as representing the best value for money based on the following:

- Providing a price within the budget allocation.
- Providing the most recent experience of works with a similar scope.
- Providing details of the qualifications and experience of all relevant staff and sub-contractors.
- Outlining of plant and equipment, contingency measures and safety record as well as a list of current work commitments with deadlines of completion dates.

The design of the aged housing units met the specifications outlined in the brief with some clarification and minor variations required before the design is finalised. The Corrigin Senior Citizen's Committee will be consulted prior to determining the final design as well as building options, fixtures and fittings.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### 3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

### *Local Government Act 1995:*

#### *s.3.57 Tenders for providing goods or services*

### *Local Government (Functions and General) Regulations 1996:*

- r.11 When tenders have to be publicly invited*
- r.13 Requirements when local government invites tenders though not required to do so*
- r.14 Publicly inviting tenders, requirements for*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

*The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:*

- a. Sole supplier arrangements may only be approved where a record is retained that evidences:
  - i. A detailed specification;*
  - ii. The outcomes of market testing of the specification;*
  - iii. The reasons why market testing has not met the requirements of the specification; and*
  - iv. Rationale for why the supply is unique and cannot be sources through other suppliers;**
- b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:
  - proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,*
  - current supply contract expiry is imminent,*
  - value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and*
  - The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.**
- c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.*
- d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.*

## **POLICY IMPLICATIONS**

### **Policy 2.9 Purchasing Policy**

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender unless it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is deemed to be suitable.

## **FINANCIAL IMPLICATIONS**

Cost of building the aged housing units is included as part of the capital expenditure in 2020/21 annual budget.

Stallion Homes offered a discount of 2% if the aged housing units and Caravan Park ablution and amenities building were both offered to the company.

## **COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 2018-2022:

### **Objective: Leadership**

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

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

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

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Accepts the Tender submitted by Stallion Homes as the best value for money tender for the construction of two aged housing units on 3 Goyder Street (Lot 502) Corrigin.*
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the contract.*

**9 CHIEF EXECUTIVE OFFICER REPORT**

**10 PRESIDENT'S REPORT**

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

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

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

Ordinary Council meeting on Tuesday 18 August 2020 at 3.00pm.

**16 MEETING CLOSURE**