



# AGENDA

ORDINARY COUNCIL MEETING  
16 November 2021

## Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 16 November 2021 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

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# Order of Business

12.30pm – Lunch

1.00pm – Discussion Forum

2.30pm – Afternoon Tea

2.45pm – Presentation from Corrigin District High School Students

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  
11 November 2021

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

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**1 DECLARATION OF OPENING**

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

NIL

**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 not been advised of any deaths since the last meeting.

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

Presentation from Braden Strawbridge-Hill.

Presentation from Michelle Hooper.

**6 DECLARATIONS OF INTEREST**

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

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

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 October 2021 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 October 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

#### **7.1.2 SPECIAL COUNCIL MEETING**

Minutes of the Shire of Corrigin Special Council meeting held on Tuesday 19 October 2021 (Attachment 7.1.2).

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

*That the Minutes of the Shire of Corrigin Special Council meeting held on Tuesday 19 October 2021 (Attachment 7.1.2) be confirmed as a true and correct record.*

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

#### **7.2.1 EDNA STEVENSON TRUST COMMITTEE MEETING**

Minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 November 2021 (Attachment 7.2.1).

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

*That the minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 November 2021 be received.*

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Local Emergency Management Committee meeting held on Monday 8 November 2021 (Attachment 7.2.2).

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

*That the minutes of the Local Emergency Management Committee meeting held on Monday 8 November 2021 be received.*

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/11/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – October 2021

#### 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 October 2021 are provided as Attachment 8.1.2 – Accounts for Payment – October 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$800.74.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16680 - 16812	\$419,820.86	
	Cheque	020668 - 020677	\$23,706.91	
	Direct Debit	October 2021	\$34,247.39	
	Payroll	October 2021	\$126,099.26	<b>\$603,874.42</b>
Trust	EFT	16677 - 16679	\$378.35	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$378.35</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	October 2021	\$27,755.25	<b>\$27,755.25</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	October 2021	\$13,200.00	<b>\$13,200.00</b>
<b>Total Payments for the Month of October 2021</b>				<b>\$645,208.02</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 – October 2021, the following information is provided on the last cheque or EFT number used.

<b>Bank Account</b>	<b>Payment Type</b>	<b>Last Number</b>	<b>First Number in report</b>
Municipal & Trust & ES Trust & Licensing	EFT	EFT16676	EFT16677
Municipal	Cheque	020667	020668
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 2.9 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2021 / 2022 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2018-2022:

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

<b>Strategic Community Plan</b>		<b>Corporate Business Plan</b>	
<b>Outcome</b>	<b>Strategies</b>	<b>Action No.</b>	<b>Actions</b>
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 reviews the list of accounts paid and acknowledges that payments totalling \$645,208.02 have been made during the month of October 2021.*

### 8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8 November 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards September 2021

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 28 August 2021 to 28 September 2021.

#### 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 2021/2022 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 (LTFP) 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 in accordance with Attachment 8.1.2 endorse credit card payments for the period 28 August 2021 to 28 September 2021 for \$6,418.16.*

### 8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	8 November 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 31 October 2021

#### **SUMMARY**

This report provides Council with the monthly financial reports for the month ending 31 October 2021.

#### **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**

October closed with \$281,206 in the municipal fund, \$2.47m in short term investment. The advanced grant funding received prior to the end of financial year is still in reserves as the steady cash flow has meant the Shire haven't had to utilise the funds as yet.

The outstanding rates balance is \$522,190. The opening balance at the start of the financial year was \$149,288, this has been reduced to \$79,404 due to receiving a large payment towards a long outstanding rates debt. Rates collection to date is at 82.1% compared to 80% in October 2020.

Further information on the October financial position is in the variance report included in the monthly financial reports.

#### **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 2021/22 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 accept the Statement of Financial Activity for the month ending 31 October 2021 as presented, along with notes of any material variances.*

## **8.2 GOVERNANCE AND COMPLIANCE**

### **8.2.1 CUSTOMER SERVICE CHARTER REVIEW**

Applicant:	Shire of Corrigin
Date:	8 November 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CUS.0010
Attachment Ref:	Attachment 8.2.1 – Draft Customer Service Charter

#### **SUMMARY**

This report seeks Council endorsement for the reviewed Customer Service Charter.

#### **BACKGROUND**

Customer service is an integral aspect of every local government function and it is important that the expectation of the level of service is clearly communicated to community members and officers.

A Charter sets a standard for the Shire of Corrigin's community experience with the services provided by the local government.

#### **COMMENT**

The current Customer Service Charter (Charter) was adopted by Council in June 2018.

The Charter was reviewed to ensure that it continues to provide an agreed level of service and framework for which all community interactions will conform.

The Charter will continue to have a positive impact on the Shire of Corrigin's future consultation outcomes and image within the community.

#### **STATUTORY ENVIRONMENT**

NIL

#### **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
4.2	Communication to the workforce and community is consistent	4.2.1	Shire communication is aligned to policy and best practice engagement standards
		4.2.2	Review and implementation of Council's Customer Service Charter
		4.2.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (policy/information on services etc.) to ensure a good standard of customer service.
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 endorse the revised Shire of Corrigin Customer Service Charter as provided in Attachment 8.2.1.*

## 8.2.2 ANIMAL WELFARE IN EMERGENCIES PLAN

Applicant:	Shire of Corrigin
Date:	13/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 8.2.2 - Animal Welfare in Emergencies Plan

### SUMMARY

Council is requested to endorse the Animal Welfare in Emergencies document as adopted by the Local Emergency Management Committee (LEMC) in November 2021.

### BACKGROUND

The Animal Welfare in Emergencies Plan was reviewed and updated by the LEMC in November 2021.

### COMMENT

The Animal Welfare in Emergencies Plan are to be submitted to the District Emergency Management Committee and then State Emergency Management Committee for endorsement.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The Shire of Kondinin, Kulin, Corrigin and Narembeen jointly received a grant for \$20,000 for the development of plans for each shire.

### 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
3.5	Conservation of our natural environment	3.5.3	Work in collaboration with groups and organisations to deliver projects and programs that promote and protect the district's natural resources as well as agricultural industry

### VOTING REQUIREMENT

Simple Majority

### COMMITTEE AND OFFICER'S RECOMMENDATION

*That Council adopt Animal Welfare in Emergencies Plan as outlined in attachment 8.2.2*

### 8.2.3 ROCKVIEW COMMUNITY CROPPING PROGRAM

Applicant:	Shire of Corrigin
Date:	9/11/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CP.0003

#### SUMMARY

This item seeks Council's endorsement to revoke the original decision of Council to lease the Rockview cropping land to St John Ambulance Corrigin and award the lease to the Corrigin Farm Improvement Group.

#### BACKGROUND

The Shire administration went through the advertising process for interested parties to submit proposals to lease the Shire owned property known as Rockview for the purpose of raising funds for their organisation.

The Shire received two applications from St John Ambulance Corrigin and the Corrigin Farm Improvement Group.

After assessment by the administration and consideration by Council the lease was awarded to St John Ambulance Corrigin. The following motion was passed at the August 2021 Ordinary Council Meeting:

**(129/2021) Moved: Cr Mason                      Seconded: Cr Gilmore**

*That Council:*

- 1. Offer the cropping rights of the Rockview Land commencing 1 January 2022 to St John Ambulance Corrigin for a three year term.*
- 2. That a lease agreement for the Rockview Land be drawn up between the Shire of Corrigin and St John Ambulance Corrigin commencing on 1 January 2022 and concluding on 31 December 2024 based on the draft agreement provided.*
- 3. Further that the Shire President and Chief Executive Officer are authorised to formally execute the document including the affixing of the Shire of Corrigin Common Seal.*

**Carried 4/2**

A draft lease agreement was then sent to the committee of St John Ambulance Corrigin as per Council's decision.

The St John Ambulance committee has informed the CEO that they are no longer able to enter into the lease of the cropping land as per Council Motion 129/2021 at the August 2021 Ordinary Council Meeting.

A motion to revoke or change a previous council or committee decision must be supported and signed by at least one-third of the number of members (whether vacant or not) inclusive of the mover, of the council. In the case of the Shire with seven members any motion to revoke needs to be supported by three members. The CEO has received written notice from Cr Hickey, Cr Steele, Cr Dickinson, Cr Fare, Weguelin and Cr Coppen to revoke motion 129/2021.

As there was one other applicant for the leasing of the land, Council may now offer the lease to the other interested party - the Corrigin Farm Improvement Group.

**COMMENT**

The CEO has since held discussions with St John Ambulance Corrigin who had been informed by their head office that as this venture would result in a profit they would not be able to enter into the agreement as St John Ambulance is a not for profit organisation. The CEO did then offer that Council could run the project via the Shire trust account with volunteers from the St John Ambulance community if this would suit the committee, all profits would then be donated to the sub centre. However, the committee has now informed the CEO that they are now no longer in a position to commit to the cropping project and would prefer that another organisation be given the opportunity.

It is suggested that Council now offer the opportunity to the Corrigin Farm Improvement Group as they have indicated they are still willing and able to commit to the project.

The crop rotation proposed by the Farm Improvement Group is the same as was proposed by St John Ambulance - Canola (2022), Wheat (2023) and Barley (2024).

**STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996 Regulation 10*

*Local Government Act 1995 s.3.58 Disposing of property*

*Local Government (Functions and General) Regulations 1996 Regulation 30*

**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
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.	1.4.1	Together with the CRC deliver targeted support and guidance to local volunteer organisations for their ongoing longevity, governance and valued contributions.



**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council revoke motion 129/2021 from the August 2021 Council Meeting.*

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- a) *Offer the cropping rights of the Rockview Land commencing 1 January 2022 to Corrigin Farm Improvement Group for a three-year term.*
- b) *That a lease agreement for the Rockview Land be drawn up between the Shire of Corrigin and Corrigin Farm Improvement Group commencing on 1 January 2022 and concluding on 31 December 2024 based on the draft agreement provided.*
- c) *Further that the Shire President and Chief Executive Officer are authorised to formally execute the document including the affixing of the Shire of Corrigin Common Seal.*

## 8.2.4 AUSTRALIA DAY AWARDS

Applicant:	Shire of Corrigin
Date:	4/11/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0002
Attachment Ref:	Confidential Attachments

### SUMMARY

This item seeks endorsement of the annual Australia Day Awards including Community, Youth and Senior Citizen of the Year and Active Citizenship Awards to be presented at the Australia Day Breakfast.

### BACKGROUND

The Community Citizen of the Year Awards reward and recognise individuals and organisations making a notable contribution during the current year, and/or to those who have given outstanding service over a number of years.

Outstanding contribution and community service includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, social inclusion or any other area that contributes to the advancement and wellbeing of the community.

The Shire of Corrigin, in conjunction with Auspire - Australia Day Council WA, provides four awards being:

- Community Citizen of the Year
- Community Citizen of the Year – Youth (under 25 years)
- Community Citizen of the Year – Senior (65 years or over)
- Active Citizenship Awards (for community group or event).

In choosing the recipients of the Community Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

A nominee need only be nominated once to be considered. And the number of nominations received per nominee bears no weight in their selection.

The recipients are judged on the following selection criteria:

- Made a significant contribution to the local community over and above what is normally expected from their paid employment/business.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

The following eligibility criteria applies to the awards:

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group. Though a couple or pair working together on a joint initiative may be considered in an individual category at the discretion of the local selection committee.

- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

**COMMENT**

The Community Citizen of the Year Awards were actively promoted by Auspire – Australia Day Council and the Shire of Corrigin in print and social media throughout the year. Nominations closed on 31 October and nine nominations were received. There were no nominations for the Senior category.

The awards are to be presented at the annual Australia Day breakfast on 26 January 2022.

The Shire of Corrigin, along with Auspire – Australia Day Council, encourage all nominators to recognise and acknowledge those in their community displaying ideals of social justice, cultural diversity and social inclusion. The importance that the reconciliation process plays in enabling people to feel valued and contribute more positively towards society is recognised in the awards process.

All finalists and winners are also eligible to be submitted by councils or the original nominator to Auspire for consideration in the Australian of the Year Awards the following year.

Copies of the nominations are provided under separate cover.

The award winners will be recorded in the official minutes however in order to maintain confidentiality the names will not be published in public minutes until after the presentation of the awards.

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The cost of the annual Australia Day Breakfast is included in the 2021/22 Annual Budget.

**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
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them
1.3	Support and help facilitate community events and inclusive initiatives	1.3.1	Collaborate with the Community Resource Centre (CRC) and local groups to deliver community events and initiatives that are diverse and inclusive to local needs

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1) award the 2021 Community Citizen of the Year Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2022.

2) award the 2021 Community Citizen of the Year – Youth Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2022.

3) award the 2021 Active Citizenship Community (Group or Event) Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2022.

### 8.3 WORKS AND SERVICES

#### 8.3.1 REQUEST TO UPGRADE ROADS TO RAV 7

Applicant:	Shire of Corrigin
Date:	11/11/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is requested to the request from Main Roads WA for Quairading Corrigin Road in the Shire of Corrigin to be upgraded to Restricted Access Vehicle Network (RAV) 7 level.

#### BACKGROUND

Main Roads WA Heavy Vehicle Services (HVS) has notified the Shire of Corrigin that it proposes to upgrade the road in the Shire of Corrigin that are currently approved for RAV Network 6 to RAV Network 7.

The Shire of Corrigin is requested to provide support as the road owner to upgrade the following sections of road to RAV 7 including any comments relating to road condition, planning conflicts or development issues that may be impacted.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Request Network	Access Support (Yes or No)	Traffic Count (AADT)	School Bus Route (Yes or No)
4040170	Quairading Corrigin Road	Quairading Corrigin Road (0.00)	Bilbarin Quairading Road	RAV 6	RAV 7	Yes	232	Yes

The road is a Regional Distributor and has been progressively upgraded over time with Regional Road Group funding.

Main Road has requested that sections of the road in the Shire of Quairading be upgraded to RAV 7 for consistency with neighbouring shire.

#### 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 has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life costs, user amenity and value for money.

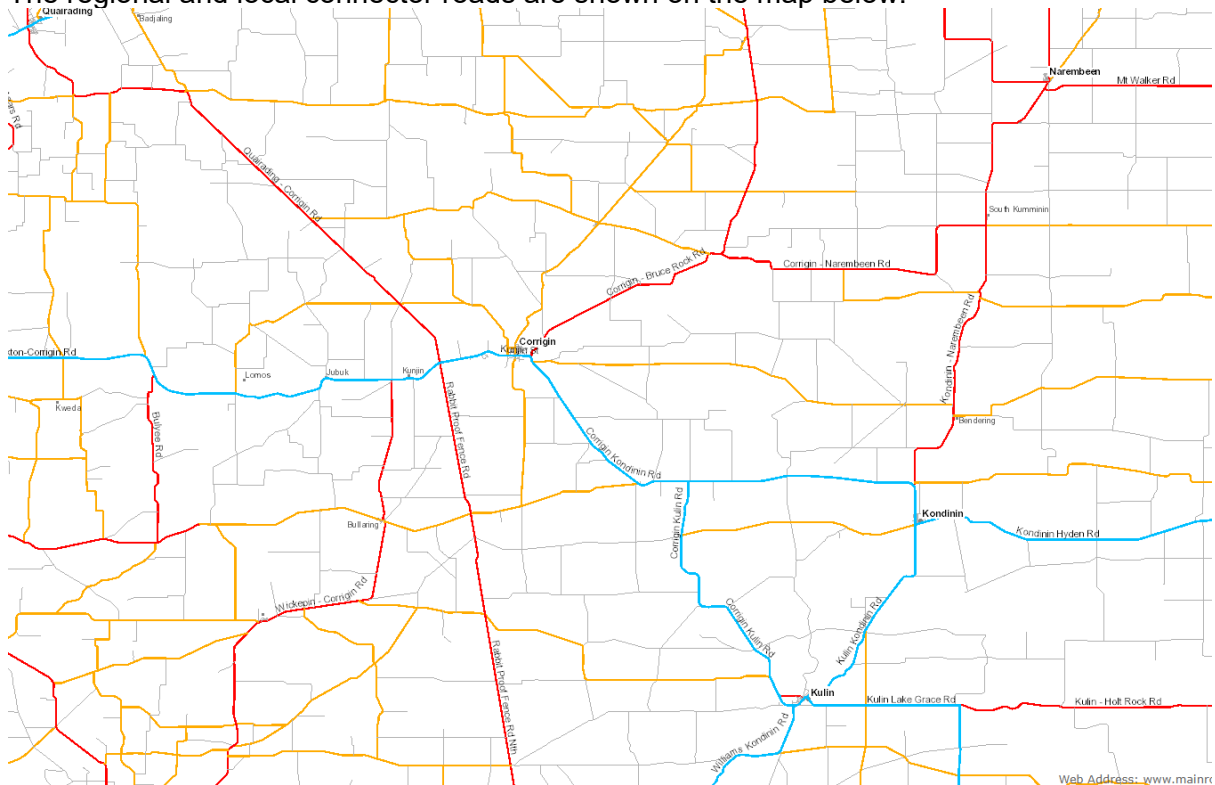
The recently adopted Road Maintenance Policy provides a strategic approach to road management to assist Council to deliver the highest level of service within budget constraints. Regional roads as identified in *Main Roads WA Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes* are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government

grants. Without State and Federal Government road grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

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** - Generally these will be 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** - Generally 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 are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

The regional and local connector roads are shown on the map below.



Regional Distributor/ Connector

Local Distributor/ Connector

In April 2020 resolved not to support future applications for Limited Local Roads, as defined in the Road Hierarchy, Maintenance and Renewal Policy, due to the ongoing cost of upgrades and maintenance.

Details of the criteria used to assess Restricted Access vehicles can be found on the Main Roads [Standard Restricted Access Vehicle Assessment Guidelines](#)

## 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

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

**FINANCIAL IMPLICATIONS**

The Shire of Corrigin 10 year road program details the cost of road maintenance, renewal and upgrades of approximately \$2million 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 Objective**

**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	3.1.1	Update, review and achievement of the 10yr Road Works Program
		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 support the request for the Quairading Corrigin Road from the Shire of Corrigin boundary to Bilbarin Quairading Road to be upgraded to RAV 7 based on the road hierarchy for local and regional distributors, connection to neighboring shire, recent bitumen road surface upgrade and previously supported RAV upgrades.*

### 8.3.2 DISPOSAL OF ASSETS – GLASS CRUSHER

Applicant:	Shire of Corrigin
Date:	8 November 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PES.0012
Attachment Ref:	NIL

#### SUMMARY

This item seeks Council authorisation of the disposal of the glass crusher.

#### BACKGROUND

The four Roe Regional Organisation of Council (Roe ROC) shires comprising of the Shire of Corrigin, Kondinin, Kulin, and Narembeen purchased a Komplet Recycling System, otherwise known as a glass crusher, in 2012 from Jaw Crushers for \$85,890. The project received grant funding from the Australian Food and Grocery Council's Packaging Stewardship Forum (PSF), the Australian Packaging Covenant (APC) and the four shires each contributed \$6,000.



It was initially expected that the mobile glass crusher would increase glass recycling rates in the region by processing glass bottles and jars collected from households and businesses. The recovered glass was expected to be used locally in civil construction and divert approximately 800 tonnes of glass from landfill annually.

The glass crusher has never been used as anticipated due to concerns over the dust created by the machine and a lack of operators. The glass crusher is no longer being utilised by any of the four shires due partly to the introduction of the Containers for Change initiative.

At the Roe ROC meeting held on 28 October 2021 delegates resolved to dispose of the asset in the current financial year.

#### COMMENT

Council has delegated authority to the CEO to dispose of property in accordance with the *Local Government Act 1995* section 5.43 (d) whereby the disposal of property is limited to a maximum value of \$20,000 or less. The value of the glass crusher in the Shire of Corrigin



asset register is \$46,655 and therefore a Council decision is required in order to dispose of the item of plant.

Council is requested to authorise the CEO to dispose of the glass crusher on behalf of the four Roe ROC shires and accept an offer that represents the best price. The proceeds will be distributed to the member councils.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995:*

- Section 3.42 – Delegation of some powers and duties to the CEO
- Section 3.58 – Disposing of property

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

The written down value (WDV) of the glass crusher as of 30 June 2021 is \$46,655. Increased proceeds from disposal of assets not accounted for in the 2021/2022 budget. Proceeds from the sale of the glass crusher is to be distributed evenly between Roe ROC member Councils.

### **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**

<b>Strategic Community Plan</b>		<b>Corporate Business Plan</b>	
<b>Outcome</b>	<b>Strategies</b>	<b>Action No.</b>	<b>Actions</b>
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
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**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

*That Council:*

1. Authorise the CEO to carry out the process of sale and disposal of the Komplet Glass Recycling System Glass Crusher on behalf of the members of ROE Roc as required by Section 3.58 (3) of the Local Government Act 1995.
2. Distribute the proceeds of the sale equally between the Roe ROC member Councils being the Shires of Corrigin, Kondinin, Kulin and Narembeen.

### 8.3.3 ACCEPTANCE OF QUOTE - SOIL STABILISATION IN SHIRE OF CORRIGIN 2021/22

Applicant:	Shire of Corrigin
Date:	11/10/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM. 0299
Attachment Ref:	Attachment 8.3.3 - Evaluation Quotes Soil Stabilisation in Shire of Corrigin 2021/22 (Confidential)

#### SUMMARY

This item seeks to advise Council of the submissions received in relation to the Request for Quote (RFQ) 12-2021 Soil Stabilisation in the Shire of Corrigin in 2021/22 and recommends the best value for money quote for the purpose of awarding a contract.

#### BACKGROUND

The decision to seek quotes for soil stabilisation on the Rabbit Proof Fence Road was made by Council on 20 July 2021 with the endorsement of the Annual Budget Part F Road Works Program 2020/21 (Council Res 107/2021).

The budgeted value of the work required to be completed by external contractors is expected to be close to the \$250,000 expenditure threshold for tenders and therefore it was necessary to call for tenders. The Shire of Corrigin Purchasing Policy provides an exemption to publicly invite tenders where the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program.

The WALGA Vendor Panel platform was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers for stabilisation services for the 2020/21 financial year.

The soil stabilisation Request for Quote (RFQ 12-2021) was advertised on the Vendor Panel platform on 22 October 2021 and closed on 8 November 2021. Detailed specifications included the supply of materials, equipment, operators and location of work were provided to suppliers.

The RFQ12-2021 was sent to 13 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel and three responses were received.

The quotes were evaluated by a panel comprising the Natalie Manton, Chief Executive Officer; Phil Burgess, Manager of Works and Terry Barron- Leading Hand Construction against pre-determined selection criteria.

Criteria	Weighting
Tendered Price	50%
Relevant Company and Operator Skills and Experience	15%
Company Resources	15%
Local Knowledge and Understanding	10%
Regional Price Preference	10%

The submission received were professional, detailed and addressed the criteria.

## **COMMENT**

The Shire of Corrigin has worked with two of the contractors in the past and has been satisfied with their work.

A confidential report outlining the tender prices is contained in Attachment 8.3.3.

Based on the combined evaluation scores the submission by Western Stabilisers was deemed to represent the best value for money at a total cost of \$170,609 gst exclusive

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

## **POLICY IMPLICATIONS**

Policy 2.9 Purchasing Policy

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 4.5 of this policy is not deemed to be suitable.

### 4.5 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

## **FINANCIAL IMPLICATIONS**

The value of the soil stabilisation quote for 2021/22 exceeds the value that the CEO can accept under delegated authority from Council of \$200,000.

The 2021/22 Budget contains an indicative provision of \$238,032 for the planned contract soil stabilisation works. The quoted prices from the preferred supplier is \$170,609 which represents an estimated saving/additional amount of \$67,423.

**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:*

1. *Accepts the quote submitted by Western Stabilisers as the most advantageous quote to form a Contract.*
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**

The CEO attended the Local Government Professionals WA conference last week.

**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 21 December 2021 at 3.00pm.

**16 MEETING CLOSURE**