

SHIRE OF



AGENDA

ORDINARY COUNCIL MEETING

TUESDAY 19 May 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 19 May 2020 in the Council Chambers, 9 Lynch Street, Corrigin
Commencing at 3.00pm.

Order of Business

11.00am	<i>Councillors to complete Serving on Council e-learning module</i>
12.30pm	<i>Lunch</i>
1.00 pm	<i>Discussion Forum</i>
2.30pm	<i>Afternoon Tea</i>
3.00 pm	<i>Council Meeting</i>

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

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

Natalie Manton – Chief Executive Officer

Disclaimer:

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

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1 DECLARATION OF OPENING

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

APOLOGIES

NIL

LEAVE OF ABSENCE

2.1 REVOKE SUSPENSION OF STANDING ORDERS LOCAL LAW - COVID-19 ELECTRONIC MEETINGS

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PH.0039
Attachment Ref:	NIL

SUMMARY

Council is asked to revoke the previous arrangements for electronic meetings and suspension of operational clauses in the Standing Orders Local Law for the duration of the COVID-19 pandemic.

BACKGROUND

Changes were previously made to the Local Government Act (Administration Regulations) to enable councillors to participate in Council meetings by electronic means during a public health emergency or state of emergency situation.

The amendments also modify the provisions in the Local Government Act that relate to notice of a meeting and public question time to enable meetings to be held electronically.

The recent government directions and relaxation of the restrictions on the number of people who can attend gatherings Council can resume in-person meetings.

COMMENT

The President requested that arrangements be made for council and committee meetings to be conducted by electronic means on 27 March 2020.

A further request to revoke these arrangements was made by the President on 11 May 2020 in response to revised government directions.

STATUTORY ENVIRONMENT

Local Government Act 1995 (WA)
Local Government Amendment (COVID-19 Response) Bill 2020
r10.4. Suspension of local law
** Absolute majority required.*

Local Government (Administration) Regulations 1996

r. 14A. Attendance by telephone etc. (Act s. 5.25(1) (ba))

* Absolute majority required.

r. 14B. Attendance by telephone etc. after natural disaster (Act s. 5.25(1)(ba))

r. 14C. Attendance by electronic means in public health emergency or state of emergency
(Act s. 5.25(1)(ba))

r. 14D. Meetings held by electronic means in public health emergency or state of emergency
(Act s. 5.25(1)(ba))

r. 14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))

POLICY IMPLICATIONS

8.3 Circulation of Agendas and Minutes

8.4 Dress Standard

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
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council

1. *Note the decision of the President to revoke the previous arrangement for council and committee meetings to be undertaken by electronic means during the COVID-19 pandemic.*
2. *Acknowledge that in-person Council meetings may resume within current government directions and guidelines.*
3. *Revoke the suspension of operation of clauses 6.1 and 11.4 of the Shire of Corrigin Standing Orders Local Law until further notice from the Presiding Member.*

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 Judith Newing, Lindsay McDonald, Joan Bartlett and Kevin Downing 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 21 April 2020 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 April 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS

Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meetings held Monday 20 April 2020 and Monday 4 May 2020.

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meetings held Monday 20 April 2020 (Attachment 7.2.1.1) and Monday 4 May 2020 (Attachment 7.2.1.2) be confirmed as true and correct records.

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held Monday 11 May 2020.

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held Monday 11 May 2020 (Attachment 7.2.2) be confirmed as a true and correct record.

7.2.3 BUSHFIRE ADVISORY COMMITTEE MEETING

Minutes of the Shire of Corrigin Bushfire Advisory Committee Meeting by email.

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Bushfire Advisory Committee Meeting held by email (Attachment 7.2.3) be confirmed as a true and correct record.

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:	1/05/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – APRIL 2020:

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	0	74	Movie Club Fees	0	77
Photocopying / Printing / Faxing	0	231	Phonebook Sales	0	51
Laminating / Binding / Folding	0	39	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	0	61	Book Sales	0	2
Room Hire	0	68	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:	0	536	Total:	0	136
<i>Monthly People through:</i>	0				
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	0	18	Corrigin Toy Library	0	72
Tourism	5	297	Broadband for Seniors / Webinars	0	99
Government Access Point	0	45	General Enquires (Face/Email/Website)	157	1139
Community Information	0	226	Corrigin Public Library	33	602
Conf. / Vid Conf. / Training	0	948	Corrigin Library eResources	101	811
University Exams	0	8			
Total:	5	1542	Total:	291	2723
<i>Monthly People through:</i>	296				

TOTAL FOR THE MONTH OF APRIL: 296

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – APRIL 2020			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING

CORRIGIN CRC Annual Summary Report													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	480	296			

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027 and Corporate Business Plan 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:	5/05/2020
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 – April 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 April 2020 are provided as Attachment 8.1.2 – Accounts for Payment – April 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	14955 - 15020	\$1,321,231.61	
	Cheque	020500 - 020501	\$12,238.97	
	Direct Debit	April 2020	\$28,625.27	
	Payroll	April 2020	\$107,098.46	\$1,469,194.31
Trust	EFT	No Payments	\$0.00	
	Cheque	003391	\$50.00	
	Direct Debit	April 2020	\$60.00	\$110.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	April 2020	\$36,127.95	\$36,127.95
Edna	EFT	No Payments	\$0.00	
Stevenson	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of April 2020				\$1,505,432.26

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 – April 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, Edna Stevenson Trust and Licensing	EFT	EFT14954	EFT14955
Municipal	Cheque	020499	020500
Trust	Cheque	003390	003391
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 \$1,505,432.26 have been made during the month of April 2020.

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	14/05/2020
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 February 2020 to 27 March 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 28 February 2020 to 27 March 2020 for \$147.88.

8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Monthly Financial Report for April 2020

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 2020.

BACKGROUND

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

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

COMMENT

Council is still tracking along reasonably well in regards to cash flow, Council still had \$2,730,000 in short term investments at the end of April. We are still expecting final claims from the Federal Assistance Grant Scheme (FAGS) which is due in May and claims to be made for Regional Road Group, Roads to Recovery, Blackspot and the Commodity Route funding's between now and the end of the financial year.

The reserves term deposit matured on 2 April and has been locked away for another 60 days until the 1st June 20 at a rate of 0.70%. This will allow for any transfers in or out to be completed and reserves locked away prior to the end of the financial year.

Budget processes are in full steam ahead with the first workshop being held on 12th May 20. Staff are working very hard to ensure that the budget is ready for adoption at the July Council meeting. Community requests, staff budgets and workings are starting to flow nicely however there is a lack of information in regards to funding for the 20/21 financial year so hopefully we will have that very shortly.

The team are now working back at the office after a bit of time working from home. This period was rather stressful and unsettling not to mention worrisome, however all our staff deserve to be congratulated for taking the challenge head on and maintaining momentum in the best way they could to ensure that operations were continuing at a high standard, businesses were being paid and the revenue coming in.

Further information on the April financials is in the variance report included in the monthly financial report.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 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 accept the Statement of Financial Activity for the month ending 30 April 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 BUSH FIRE ADVISORY COMMITTEE MEETING RECOMMENDATIONS

Applicant:	Bush Fire Advisory Committee
Date:	06/05/2019
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES 0028
Attachment Ref:	Attachment 8.2.1 – Firebreak Order 2020/2021

BACKGROUND

The Council of the Shire of Corrigin has established and maintained a Bush Fire Advisory Committee in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

The objectives of the Bush Fire Advisory Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Bush Fire Advisory Committee provides advice to the Shire of Corrigin on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers and Harvesting Ban Officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee meet twice yearly and confirm the requirements for:

- Restricted and Prohibited Burning Periods
- Automatic Harvest and Movement of Vehicle Ban
- Burning on Sundays
- Easter and Public Holidays
- Movement of Vehicle Ban – Contractors in Paddocks

COMMENT

Due to the restrictions on gatherings the Corrigin Bush Fire Advisory Committee was not able to meet in person for the April meeting. The key decisionS from the April meeting were made by email.

The recommendations of the Corrigin Bush Fire Advisory Committee enable the Shire of Corrigin to comply with its statutory requirements in relation to the Bush Fire Act.

STATUTORY ENVIRONMENT

Bushfire Act 1954

POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control Eligibility
 Policy 9.3 Bush Fire Control

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
4.1.2	Undertake strategic planning and legislative compliance		
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 adopt the Bush Fire Advisory Committee’s recommendations 1-8 en bloc.

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 1

That Greg Evans be appointed Chief Bush Fire Control Officer for 2020/21.

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 2

That Andrew Szczecinski be appointed Deputy Chief Bush Fire Control Officer for 2020/21.

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 3

That Steven Bolt be appointed Deputy Chief Bush Fire Control Officer for 2020/21.

BUSH FIRE ADVISORY COMMITTEE’S RECOMMENDATION 4

That the following people be appointed as Bush Fire Control Officers for 2020/21:

Bilbarin Brigade

Sadow Jacobs	PO Box 37, Corrigin	9065 2042	0427 652 042
Bruce Mills	Post Office, Corrigin	9062 9012	0428 956 779
Steven Bolt	PO Box 226, Corrigin	9065 2043	0427 652 043
Paul McBeath	PO Box 87, Corrigin	9062 9024	0427 629 024

Bullaring Brigade

Andrew Szczecinski	PO Box 124, Corrigin	9065 7014	0429 657 014
Greg Evans	Post Office, Bullaring	9065 7021	0429 657 021
Greg Doyle	PO Box 109, Corrigin	9880 9048	0427 809 044

Craig Jespersen	PO Box 18, Yealering	9888 7075	0427 887 075
Bryce Nicholls	PO Box 71, Corrigin	9063 7014	0429 883 799

Bulyee/Kunjin Brigade

Ray Hathaway	PO Box 90, Brookton	9642 7045	0488 138 904
Tony Guinness	PO Box 35, Corrigin	9065 7079	0429 657 004
John Hewett	PO Box 239, Corrigin	9063 2480	0427 632 480
Braden Grylls	PO Box 115, Corrigin	9065 8006	0428 658 048

Corrigin East Brigade

Tim George	PO Box 159, Corrigin	9065 5045	0427 655 045
Kim Courboules	PO Box 79, Corrigin		0427 632 624
Bruce Talbot	PO Box 75, Corrigin	9063 2132	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26, Corrigin	9063 2956	0488 632 107
Adam Rendell	PO Box 200, Corrigin	9063 2291	0427 632 291
Natalie Manton	PO Box 221, Corrigin	9063 2203	0427 425 727

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 5

That the Chief Bush Fire Control Officer, the two Deputy Chief Bush Fire Control Officers and Sandow Jacobs be appointed as Fire Weather Officers for 2020/21.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 6

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Andrew Szczecinski (if Paul Baker unavailable), Ray Hathaway, Braden Grylls (if Ray Hathaway is unavailable) as authorised Harvest Ban Officers for 2020/21.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 7

That that Greg Evans be appointed as training Officer for 2020/21.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 8

That the following people be appointed as Dual Fire Control Officers for 2020/21:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Ray Hathaway
Wickepin Shire	Craig Jespersen, Greg Doyle
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Greg Doyle, Bryce Nicholls
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Ray Hathaway, Braden Grylls

Note: Bruce Rock does not appoint Dual Fire Control Officers. The Shire of Corrigin Bush Fire Advisory Committee (BFAC) considers it appropriate to continue to recommend to Council that Dual Fire Control Officers be appointed to all neighbouring local governments.

OFFICER'S RECOMMENDATION

That Council adopt the 2020/2021 Firebreak Order as provided in Attachment 8.2.1.

8.2.2 NATIONAL REDRESS SCHEME PARTICIPATION

Applicant:	Shire of Corrigin
Date:	6/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	XX.0000
Attachment Ref:	NIL

SUMMARY

This item is for the Shire of Corrigin to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Corrigin to participate in the National Redress Scheme;
- Formally endorse the Shire of Corrigin's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Corrigin) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015) Report* recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for ten years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

¹ Section 111(1)(b).

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Corrigin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Corrigin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Corrigin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Corrigin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Corrigin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Corrigin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.

- Complete removal of the State's coverage of costs and administrative support, with the Shire of Corrigin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Corrigin.

Considerations for the Shire of Corrigin

Detailed below is a list of considerations for the Shire of Corrigin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Corrigin will receive a Redress application. A Service Agreement will only be executed if the Shire of Corrigin receives a Redress application.

The Shire of Corrigin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are three weeks for priority applications and seven weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Corrigin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Corrigin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Corrigin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Corrigin do not have any influence on the decision made and there is no right of appeal.

Consultation

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

STATUTORY ENVIRONMENT

National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Local Government Act 1995.

s.9.49A(4) Execution of Documents

POLICY IMPLICATIONS

1.12 Information Privacy Policy

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

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:

- 1) *Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries regarding the National Redress Scheme and the participation of WA local governments;*
- 2) *Notes that the Shire of Corrigin will not be included in the WA Government’s amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Corrigin makes a specific and formal decision to be included;*
- 3) *Endorses the participation of the Shire of Corrigin in the National Redress Scheme as a State Government institution and included as part of the State Government’s declaration;*
- 4) *Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;*
- 5) *Notes that a confidential report will be provided if a Redress application is received by the Shire of Corrigin.*

List of Defunct Institutions or Organisations

INSTITUTION / ORGANISATION DETAILS								
Institution / Organisation Name	Also known as	Physical Address 1	Physical Address 2	Operation Start Day	Operation Start Month	Operation Start Year	Website	Notes
Shire of Corrigin	Corrigin Roads Board	Corrigin Roads Board Administration and Chambers	Goyder Street			1913	www.corrigin.wa.gov.au	The Shire of Corrigin is a WA local government authority that came into effect in 1961 when the Roads Boards became the Shire. The Shire and Roads Board had responsibility for the provision of providing all local government activities within the Shire, eg roads, waste disposal, sport and cultural facilities.
Shire of Corrigin	Corrigin Telecentre	Old CWA Building	Campbell Street			1998	www.corrigin.v	The Corrigin Telecentre was a part of the Telecentre network in WA offering high tech facilities, meeting rooms for hire, community education, training, government information and referral services
Shire of Corrigin	Corrigin Youth Advisory Council	Old Roads Building	Goyder Street			1999		Corrigin Youth Advisory Council was operated using state government funding as part of the Youth Advisory Council funding program. It ran in Corrigin from 1999-2001 and provided social activities and a voice for local youth to influence Council decisions
Shire of Corrigin	Corrigin Junior Council	Shire of Corrigin Administration and Council Chambers	9 Lynch Street		June	2005		Corrigin Junior Council was formed in conjunction with Corrigin District High School to teach students about Local Government and to provide Council with ideas from the local youth. It ran from 2005 to 2008.

List of Current Institutions or Organisations

INSTITUTION / ORGANISATION DETAILS								
Institution / Organisation Name	Also known as	Physical Address 1	Physical Address 2	Operation Start Day	Operation Start Month	Operation Start Year	Website	Notes
Shire of Corrigin	Corrigin Roads Board	Shire Administration Office and Council Chambers	9 Lynch Street			1913	www.corrigin.wa.gov.au	The Shire of Corrigin is a WA local government authority that came into effect in 1961 when the Roads Boards became the Shire. The Shire has responsibility for the provision of providing all local government activities within the Shire, eg roads, waste disposal, sport and cultural facilities.
Shire of Corrigin	Corrigin Community Resource Centre previously the Corrigin Telecentre	Corrigin Community Resource Centre	55 Larke Crescent			1998	www.corrigin.wa.gov.au	The Corrigin Resource Centre is part of the state network of Community Resource Centres throughout WA, offering high tech facilities, meeting rooms for hire, community education, training, government information and referral services
Shire of Corrigin	Corrigin Public Library	Corrigin Community Resource Centre	55 Larke Crescent			1961	www.corrigin.wa.gov.au	The Corrigin Public Library provides a book lending service for ratepayers and visitors to the Shire of Corrigin it is currently located in the Corrigin Resource Centre but has also been located in the Shire of Corrigin, and at the Corrigin Post Office
Shire of Corrigin	Corrigin War Memorial Swimming Pool	Corrigin War Memorial Swimming Pool	Larke Crescent		December	1961	www.corrigin.wa.gov.au	Public swimming pool facility including kiosk, changerooms, with a 50m outside Swimming Pool and toddlers pool and an inside heated activity pool
Shire of Corrigin	Corrigin Recreation and Events Centre previously known as Cyril Box Pavilion and Agricultural Halls	O'shea Place	Larke Crescent		December	2015	www.corrigin.wa.gov.au	Corrigin Recreation and Events Centre is a recreation facility provided by the Shire of Corrigin, it has indoor court facilities, changerooms, as well as function and meeting rooms. There is also outside playing fields for hockey, netball, cricket and football. The facility is also used for the local Agricultural show.
Shire of Corrigin	Shire of Corrigin Works Depot, previously the Corrigin Roads Board works depot	Corrigin Works Depot	Walton Street			1913	www.corrigin.wa.gov.au	The Shire Works Depot houses all of the Shire of Corrigin machinery and equipment. It is where machinery is maintained and the works crew operate out of.

8.2.3 DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL ADDITIONS TO AN EXISTING FUEL DEPOT ON LOT 485 (NO.40) BOYD STREET, CORRIGIN

Applicant:	Mr Brian F. Walsh
Owner:	As above
Location:	Lot 485 (No.40) Boyd Street, Corrigin
Date:	13 May 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 02-2020
Attachment Reference:	Attachment 8.2.3 – Full Copy of Development Application Submitted

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Mr Brian Walsh (Landowner) for the installation of a new 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin to support the continued operation of an existing fuel depot on the land.

BACKGROUND

The applicant is seeking Council's development approval to install a new premanufactured 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin. These improvements are proposed for the benefit of drivers who frequent the site on an intermittent basis to load/unload fuel.

Lot 485 is located in the southern part of the Corrigin townsite within the town's designated industrial area. The land is rectangular in shape, comprises a total area of approximately 7,625m² and has direct frontage and access to Boyd Street along its eastern boundary which is a sealed and drained local road under the care, control and management of the Shire of Corrigin.



Location & Lot Configuration Plan (Source: Landgate)

Lot 485 is relatively flat, has been cleared of all native vegetation aside from those areas retained for landscaping purposes, and has been extensively developed and used for the purposes of a fuel depot for many years. The subject land contains a number of improvements associated with its current approved use including above-ground fuel storage tanks and associated infrastructure, concrete loading / unloading areas, all associated vehicle accessways and parking areas which have been graded – and finished using compacted gravel, vehicle access gates and boundary fencing.

Existing adjoining and other nearby land uses are predominantly industrial in nature given the subject land's location in the town's designated industrial area. Notwithstanding this fact, all land on the eastern side of Boyd Street has been developed and used for rural living purposes for many years and comprises lots with an average area of approximately 1.5 hectares.

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

Installation of a new 2.16 metre wide, 1.9 metre deep and 2.37 metre high premanufactured building comprising a toilet, shower, sink and cabinet in the southern portion of the land immediately adjacent to a number of existing improvements;

The proposed building will comprise a total floor area of 4.104m² and will be finished using white powder coated sheet metal wall and roof cladding;

The building will be sited in a previously cleared portion of the land with a setback of 4.3 metres from its southern side boundary;

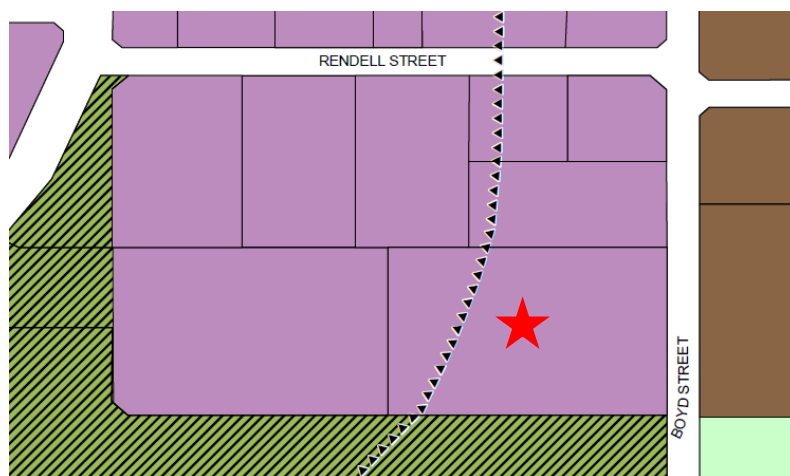
Two (2) x 1,200mm wide and 1,800mm deep septic tanks will be installed adjacent to the proposed new building with a setback of 1.2 metres from the land's southern side boundary and will be connected to two (2) x 9 metre long leach drains located further to the east with a setback of 1.8 metres from the land's southern side boundary; and

The proposed building will be used for the benefit and convenience of drivers who frequent the site on an intermittent basis to load/unload fuel.

Full details of the application are provided in Attachment 8.2.3.

COMMENT

Lot 485 is classified 'General Industry' 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 objectives for the development and/or use of any land classified 'General Industry' zone are as follows:

- i) To encourage the consolidation and improvement of industrial development into an area which has been appropriately located and serviced for that purpose;
- ii) To protect the amenity of zones abutting the Industrial zone via the establishment of landscaped buffers and the imposition of landscape and setback land use conditions on any development approval issued for industrial development; and
- iii) To ensure that no person erects a building in this zone unless the facade of the building is constructed of and/or clad in a building material, to a design and specification approved by the local government.

The proposed development forms part of an existing approved 'fuel depot' on the land which is listed in the Zoning Table of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'General Industry' zone meaning it is not permitted, including any incidental development, without Council's development approval.

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

- Land use compatibility and suitability;
- Boundary setbacks and building height; and
- Essential services including on-site effluent disposal arrangements.

When considering the application Council should also note the following key points:

- i) Despite the land's location within a portion of the Special Control Area boundary associated with the Corrigin townsite's wastewater treatment plant buffer and the requirement in LPS2 which seeks to ensure any future development and use of land located within the buffer is compatible with any existing or future possible development and use of the wastewater treatment plant, the application was not referred to the Water Corporation for review and comment as the proposed structure is located outside the Special Control Area's designated boundaries;
- ii) Despite all of the land having been designated by the Fire and Emergency Services Commissioner as being bushfire prone, a bushfire attack level (BAL) assessment was not required in support of the application for the following reasons:
 - It will not result in the intensification of development (or land use);
 - It will not result in an increase of residents or employees;
 - It will not involve the occupation of employees on site for any considerable amount of time; and
 - It will not result in an increase to the potential bushfire threat.

Council should however note proposed structure may be required to comply with Australian Standard AS3959 entitled 'Construction of Buildings in Bushfire Prone Areas'. This will be considered and addressed during the building permit application process following the issuance of development approval by Council (assumed); and

- iii) The design, finish, dimensions, and setbacks of the proposed structure are generally consistent with the existing approved improvements on the land which are substantially screened from public view due to the existing landscaping along the land's front boundary. As such it is considered unlikely the structure will have any detrimental impacts upon the visual amenity and character of the immediate locality.

In light of the above findings it is concluded the proposal for Lot 485 is consistent with the objectives of the land's current 'General Industry' zoning classification in LPS2 and all relevant development standards and requirements and is therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- Government Sewerage Policy 2019

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC IMPLICATIONS

The proposal for Lot 485 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- *Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- *Economic Outcome 1.3 - Well supported diverse industry and business;*
- *Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- *Environment Outcome 2.2 – A well-managed built environment.*

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council resolve to **approve** the development application submitted by Mr Brian Walsh for the installation of a new 4m² toilet and shower block and associated effluent disposal infrastructure on Lot 485 (No.40) Boyd Street, Corrigin subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
- 3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council*

having first being sought and obtained.

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 must be prepared and submitted to the Shire of Corrigin or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application. Confirmation of the relevant requirements in this regard can be obtained by contacting the Shire's Environmental Health Officer.*
4. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.*
5. *The proposed new structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*
6. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district's designated townsites.*
7. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
8. *If the applicant/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

8.2.4 DEVELOPMENT APPLICATION – PROPOSED NEW COMBINED OUTBUILDING (SHED) & CARPORT ON LOT 109 (NO.63) WALTON STREET, CORRIGIN

Applicant:	Mr Terry S. Cable
Owner:	As above
Location:	Lot 109 (No.63) Walton Street, Corrigin
Date:	13 May 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 04-2020
Attachment Reference:	Attachment 8.2.4 – Full Copy of Development Application Submitted

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Mr Terry Cable for a proposed new combined outbuilding (i.e. shed) and carport on Lot 109 (No.63) Walton Street, Corrigin.

BACKGROUND

The applicant is seeking Council's development approval to construct a new 61m² combined outbuilding (i.e. shed) and carport at the rear of Lot 109 (No.63) Walton Street, Corrigin to service the existing single detached dwelling on the land (i.e. domestic storage and hobby purposes).

Lot 109 is located in the north-western portion of the Corrigin townsite in a well-established, low density residential precinct and comprises a total area of approximately 1,009m². The land is rectangular in shape and has historically been developed and used for low density residential purposes (i.e. a single detached dwelling, garden shed and associated vehicle access, parking and landscaping).

The subject land has direct frontage and access to Walton Street along its front boundary to the west, Hill Street to the north and a constructed public right-of-way at the rear, all of which are under the care, control and management of the Shire of Corrigin.



Location & Lot Configuration Plan (Source: Landgate)

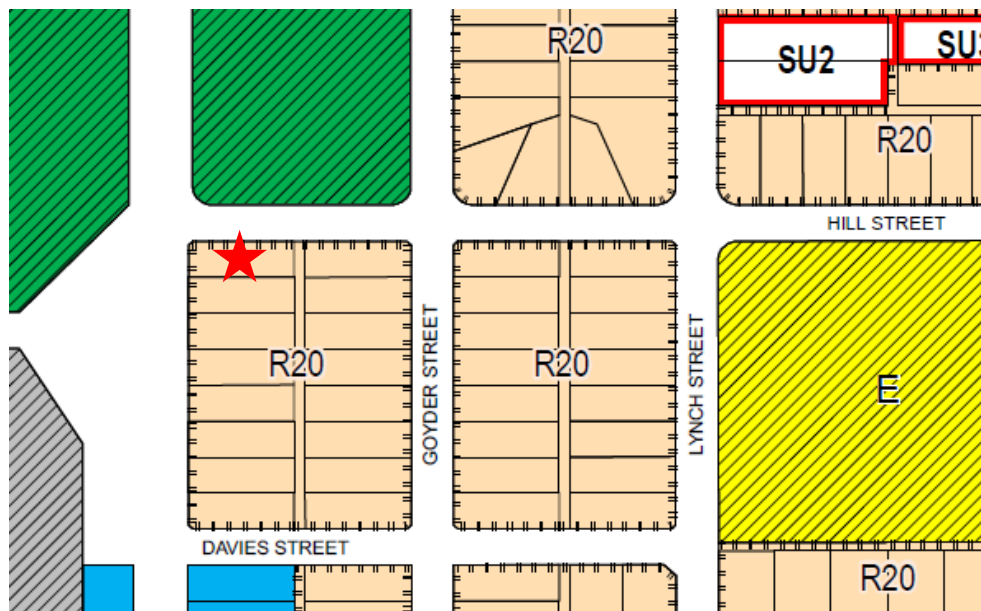
Under the terms of the information and plans submitted in support of the application the following is proposed:

- Preliminary earthworks and construction of a new 12.954 metre long, 4.672 metre wide steel framed shed and carport on the rear portion of Lot 109 comprising a total floor area of 61m²;
- The proposed new structure will have a 5 metre setback from the land's northern side boundary and a 9.96 metre setback from its rear boundary to the east;
- The proposed structure will have a wall height of 2.864 metres above the land's natural ground level (NGL), a gable style roof pitched at 12 degrees with a ridge height of 4 metres NGL and 3.3 metre wide roller door openings at both ends;
- The proposed shed will be clad with zincalume steel sheeting and trims and secured to in-ground concrete footings. It should be noted the floor of the proposed shed will comprise a 100mm thick concrete pad;
- All vehicle access to/from the proposed structure will be via an existing gravel crossover along the land's Hill Street frontage and a proposed new 4 metre wide driveway from the land's side boundary which will be constructed using compacted road base material;
- All stormwater drainage from the proposed structure will be directed to a proposed new 4,500 litre rainwater tank to be sited on the structure's southern side with any excess flows from this tank to be discharged into the Shire's local drainage system along Hill Street via 100mm diameter PVC stormwater pipe; and
- The proposed structure will be used by the current landowner for domestic parking, general storage and hobby purposes.

Full details of the proposal are provided in Attachment 8.2.4.

COMMENT

Lot 109 is classified 'Residential' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density code of R20.



Current Zoning Plan (Source: Shire of Corrigin LPS No.2)

Under the terms of LPS2 the construction of an outbuilding (i.e. shed) and/or carport in association with a dwelling that does not satisfy the deemed to comply requirements of the Residential Design Codes (i.e. the R-Codes) and/or clause 31(14) of the Scheme is not permitted without Council's formal development approval.

An assessment of the proposal against the relevant development standards contained in the R-Codes and LPS2 has confirmed it exceeds the maximum allowable floor area of 55m² for non-masonry construction materials as prescribed in clause 31(14)(a) of LPS2 and proposes a setback of 5 metres from the land's secondary street frontage (i.e. Hill Street) in lieu of a minimum setback of 7.5 metres as required by clause 31(14)(c)(iv) of LPS2 as it applies zincalume clad outbuildings on corner lots.

In considering whether or not to approve these proposed variations to the applicable standards, Council must decide whether they are likely to have a detrimental impact upon the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded, following detailed assessment of the application by the reporting officer, that the proposed variations outlined above may be supported and approved by Council for the following reasons:

- Lot 109 is located immediately opposite public recreation reserves to the north and west which remain in their natural, vegetated state and are likely to remain so for many years to come given their current land tenure (i.e. Crown land). The existing dwellings immediately east and south of Lot 109 are orientated towards their respective street frontages. Given there are no existing dwellings or future potential dwellings that will overlook the subject land and the fact it is not located in a visually prominent part of the Corrigin townsite, the visual impact of the proposed structure is likely to be minimal;
- There are a number of existing zincalume outbuildings of similar or larger size on residential properties in the immediate locality and the Corrigin townsite more generally that have been approved and have not given rise to any issues or complaints regarding their visual impact;
- The proposed structure is unlikely to have any significant adverse visual impacts on the local streetscape or any adjoining property in terms of its location, bulk and scale as the proposed variations to the required standards are considered minor;
- The proposed structure will not compromise the ability to provide adequate direct sun and ventilation to the existing dwelling and open spaces on the land or any adjoining properties;
- The proposed structure will not give rise to any overlooking and resultant loss of privacy on any adjoining property; and
- The proposed structure will allow for the effective use of space on the land by the occupier/s of the existing dwelling thereon.

In light of the above findings and conclusions it is recommended Council exercise its discretion and grant conditional approval to the application.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

- State Planning Policy 3.1 – Residential Design Codes

FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item. All costs associated with the proposed development will be met by the applicant/landowner.

COMMUNITY & STRATEGIC IMPLICATIONS

The proposal for Lot 109 is considered to be consistent with the following stated objective, outcome and strategy 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 2.2 – A well-managed built environment; and*
- *Environment Strategy 2.2.3 – Enhance and maintain our townscape.*

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to approve the development application submitted by Mr Terry Cable to construct a new combined outbuilding (i.e. shed) and carport on Lot 109 (No.63) Walton Street, Corrigin subject to the following conditions and advice notes:

Conditions

1. *The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
2. *Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
3. *The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of Council having first being sought and obtained.*
4. *The proposed combined outbuilding and carport shall be used for domestic purposes only (i.e. the parking of light vehicles, general household storage and personal hobbies) unless otherwise approved by Council.*

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.*
4. *The proposed outbuilding/carport structure is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.*

5. *No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.*
6. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
7. *If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.*

8.2.5 AMENDMENT TO DELEGATIONS – FUNCTIONS AND GENERAL REGULATIONS

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0001
Attachment Ref:	NIL

SUMMARY

Council is asked to amend the delegations to the CEO during the COVID-19 State of Emergency Declaration.

BACKGROUND

The purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers as a result of the State of Emergency Declaration under the *Emergency Management Act 2005*.

An amendment has been made to *Local Government (Functions and General) Regulations 1996 regulation 11(1)* to increase the tender threshold to \$250,000 to align with State Government tendering thresholds. This will allow the Shire of Corrigin to extend the use of the purchasing policy and apply local content provisions to goods and services acquired via written quotations.

Along with amendments to the delegations the Shire of Corrigin has updated the purchasing policy to cover the direct purchase of goods and services under \$250,000.

Regulation 11(2) contains exemptions for when tenders do not have to be publicly invited. The new *regulation 11(2)(aa)*, no longer requires a formal tender process to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency.

Regulation 11(3), requires that there must be a state of emergency declaration in force for the local government district and the goods or services must be needed to address the impacts or consequences of the state of emergency.

Regulation 11(2)(ja) gives local governments the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even if this option is not included in the original contract. The renewal of a contract only applies if the original contract has less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district when the renewal or extension is entered into.

These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the *Emergency Management Act 2005*).

COMMENT

The amendment to the Delegations Register is based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of this amendment to the delegations to the CEO.

STATUTORY ENVIRONMENT

s. 5.18 Local Government Act 1995 Register of delegations to committees
 s. S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO *
 S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to,
 delegations to CEO and employees
 Local Government (Functions and General) Regulations 1996
 r. 11 When tenders have to be publicly invite'
 r. 11(2)(aa) Tender exemption
 r. 11(3) Associated definition

POLICY IMPLICATIONS

2.9 Purchasing Policy

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
4.1.3	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 endorse the amendments to the delegations of the Functions and General Regulations during State of Emergency Declaration.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$300,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8(1)(c)</i>. d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$300,000 or less. f. The CEO cannot sub-delegate this authority.

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:</p> <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
<p>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with <i>Local Government Act 1995 s.6.8</i>. d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

8.2.6 AMENDMENT TO PURCHASING POLICY

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	NIL

SUMMARY

Council is requested to endorse an amendment to the purchasing policy following changes to the *Local Government (Functions and General) Regulations 1996*.

BACKGROUND

Following the government announcement of amendments to increase the tender threshold to \$250,000, the *Local Government (Functions and General) Regulations 1996* were gazetted on 9 May 2020 to update the provisions for local government purchasing policies.

In accordance with Regulation 11A(1), local governments must prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services under \$250,000.

The policy provides guidelines for purchasing goods and services within certain monetary values and also outlines the threshold for tendering.

COMMENT

The Shire of Corrigin adopted a Purchasing Policy in 2007 based on the WALGA Model.

The policy has since been reviewed and amended in 2016, 2017 and 2018 to provide guidelines for transparency and accountability in procurement.

It is recommended that Council endorse the amendments to the Purchasing Policy in line with recent changes to the *Local Government (Functions and General) Regulations 1996*

STATUTORY ENVIRONMENT

Local Government Act 1995

s 2.7 Role of Council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Local Government (Functions and General) Regulations 1996

s11. When tenders have to be publicly invited

(1A) In this regulation —

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

POLICY IMPLICATIONS

Policy 2.9 Purchasing Policy

FINANCIAL IMPLICATIONS

Formal tender process will no longer be required for purchase below \$250,000.

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:

Adopt the amendments to the Shire of Corrigin Purchasing Policy in accordance with Section 2.7(2) (b) of the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996.

2.9 **Purchasing Policy**

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Manager Finance
Date of Approval:	20 February 2007
Amended:	15 December 2016, 17 October 2017, 20 February 2018; 16 October 2018

Policy:

The Shire of Corrigin (the “**Shire**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this policy and the Shire’s prescribed procurement procedures.

1 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

2 ETHICS AND INTEGRITY

2.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

2.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3 VALUE FOR MONEY

3.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

3.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4 PURCHASING REQUIREMENTS

4.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Policy

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this 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.

4.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

4.3 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

4.4 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	<p>Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. • Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.
Over \$5,000 and up to \$50,000	<p>Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • from the open market. <p style="text-align: center;">Or</p> <p>Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.</p> <p>Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.</p>
Purchase Value Threshold	Purchasing Requirement
Over \$50,000 and up to \$250,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.

	<p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
<p>Over \$250,000</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>
<p>Emergency Purchases (Within Budget)</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Corrigin Record Keeping Plan.</p>
<p>Emergency Purchases (No budget allocation available)</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b)</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where</p>

<p>Local Government Act</p>	<p>WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
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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.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- an emergency situation as defined by the *Local Government Act 1995*;
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

4.6 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be **\$250,000** or less in value, the Shire's tendering procedures must be followed in full.

4.7 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process (*Functions and General Regulation 21*) where the required supply evidences one or more of the following criteria:

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;

- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

4.8 Unique Nature of Supply / Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be referenced on the Purchase Order prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

4.9 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

4.10 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation, **or imminent risk to public safety to protect or make safe property of infrastructure assets**, as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

4.11 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire/Town/City is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy

A decision to approve a contract variation must be made by Council resolution, unless within the *Functions and General Regulations 20 and / or 21A* delegated authority of the CEO.

5 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

6 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR).

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be

balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

7 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within Council's Policy 2.11 *Regional Price Preference*.

8 EXEMPTIONS

The following exemptions to the Purchasing Thresholds and Processes apply:

- Live Shows, Artistic Performances, Digital Movies: For the procurement of live shows, artistic performances and digital movies a purchase order is required to be raised, however, only one quotation needs to be obtained due to there being only one supplier.
- Insurance (LGIS) brokers, utilities and the like: For the procurement of Insurance (LGIS) brokerage and utilities normally only **one** supplier is available.
- Staff Corporate Uniforms: The staff corporate uniform is exempt from seeking quotations.
- All Freight: All freight is exempt from seeking quotations but where possible attain the best price for the best required freight service.
- Travel/Airfares: The procurement of airfares for travel purposes is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local travel suppliers if and when the pricing is comparable.
- Staff Housing (Leasing of Property): Leasing property for the purpose of providing staff housing is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local suppliers if and when the pricing is comparable, taking into consideration what housing is required to accommodate staff needs and what is available on the rental market at that time.
- Souvenirs and Tourism Merchandise For the procurement of souvenirs and tourism merchandise for on sale at the Shire office or Resource Centre,

these items will be exempt from seeking quotations provided the quality of the merchandise is proven or known.

- **Subscriptions**

The list of individualised purchases from local suppliers below are exempt from quotations but purchases need to be alternated between those local suppliers in respect to each individualised purchases. Comparing price, quality and service factors must be taken into account; should purchase items be of the same quality and service, then the lowest priced local supplier should be engaged for the purchase:

- Newspapers, books and periodical deliveries purchased locally for in-house provision and for the Shire are exempt from seeking quotations.
- Catering of Food Catering of food from local suppliers for in-house meetings (not external meetings or events) are exempt from seeking quotations.
- Catering of alcoholic and non-alcoholic drinks including milk and water from local suppliers for in-house provision and for Shire events/functions are exempt from seeking quotations.
- Stationery items

9 **PURCHASING FROM DISABILITY ENTERPRISES**

~~Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.~~

~~Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold.~~

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire of Corrigin will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the shire.

Where the Shire of Corrigin makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Corrigin Record Keeping Plan.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

10 PANELS OF PRE-QUALIFIED SUPPLIERS

10.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the value for money test;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

10.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

10.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD (5) (f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

10.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

10.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

11 PURCHASING POLICY NON COMPLIANCE

The Purchasing Policy is mandated under the Local Government Act 1995 and Regulation 11A of the Local Government (Functions and General) Regulations 1996 and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Corrigin policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive Officer. A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking

purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the Corruption, Crime and Misconduct Act 2003.

8.2.7 ROE TOURSIM MEMORANDUM OF UNDERSTANDING AND FINANCIAL CONTRIBUTION

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ED.0016
Attachment Ref:	Attachment 8.2.7 Roe Tourism Draft Memorandum of Understanding

SUMMARY

Council is asked to consider a request from Roe Tourism for financial support for the 2020/21 financial year.

BACKGROUND

Roe Tourism Association (RTA) is made up of Shires of Bruce Rock, Corrigin, Narembeen, Kondinin, Kulin Lake Grace and Quairading.

At the General Meeting held on 21 October 2019 the RTA committee discussed and supported the establishment of a Memorandum of Understanding (MOU) with Full Member Shire's similar to the Roe ROC Environmental Health Officer initiative, to future-proof and provide a formal commitment. It was suggested the MOU timeframe could align with the RTA Forward Directions 2019-2021, or be considered for a longer period e.g. 3-5 years.

A draft MOU was sent out to member shires for comment prior to the RTA meeting on 24 February 2020 and the feedback was incorporated into the final draft.

The Roe Tourism Association (RTA) has written to Council seeking an increase in the financial contribution towards full membership and the Executive Officer administration costs to promote tourism in the Roe region.

In order to continue providing the same, or increased, level of service on behalf of the member shires with increased cost the RTA have requested that a contribution of \$6,000 be considered for the 2020-2021 budget.

The RTA has proposed an increase of \$1,000 to the full membership to \$3,500 and \$2,500 Executive Officer contribution. RTA have indicated that they do not envisage future annual rises in full membership but on recent review this amount had not been increased for many years.

COMMENT

The continued involvement of the Shire of Corrigin in the RTA, as a full member, delivers the following benefits:

- Professional and efficient administration and financial support.
- Consistent promotion and tourism messaging across the seven shires.
- Increased reach of advertising.
- Co-ordinated approach to journey planning.
- Better industry networks.

The annual contribution for the past few years has been \$5,000, comprising of \$2,500 for membership and \$2,500 for EO contribution. The shires have previously contributed \$2,500 towards the Executive Officer and a further \$2,500 for full membership for items such as: advertising, marketing, brochures and banners.

The Corrigin Community Resource Centre (CRC) Co-ordinator, Heather Ives, has provided a professional Executive Officer service to RTA for the past two years.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

2.12 Budget Consideration/ Preparation

FINANCIAL IMPLICATIONS

Roe Tourism contribution of \$6,000 for the 2020/21 financial year.

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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. Endorse the establishment of a Roe Tourism Memorandum of Understanding for the provision of tourism services for the period 1 July 2020 to 30 June 2023.
2. Authorise the Chief Executive Officer to execute the document on behalf of the Shire of Corrigin subject to any minor variations.
3. Makes provision in the 2020/2021 budget for Roe Tourism full membership of \$3,500 and \$2,500 for financial support towards the Executive Officer for ROE Tourism.



Roe Tourism Association
PO Box 221
Corrigin WA 6375
08 9063 2778
roetourism@outlook.com
ABN 17 978 727 319

BRUCE ROCK - CORRIGIN - KONDININ - KULIN - LAKE GRACE - NAREMBEEN - QUAIRADING

Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

27 February 2020

Dear CEO,

On behalf of the Roe Tourism Association (RTA) I would like to thank you for your ongoing support for Roe Tourism Association.

RTA continues to take steps forward and are excited about the direction we are heading and the goals we're working towards achieving. In 2019 the RTA Strategic Plan, 'Forward Directions 2019-2021' was developed to guide and strengthen RTA into the future. We have been actively marketing and promoting the Pathways to Wave Rock self-drive route and associated tourism assets locally, state-wide and nationally, through advertising in significant publications, including the Weekend West Travel features, Australia's Golden Outback Holiday Planner, Eastern Wheatbelt Visitor Guide, Hello Perth WA Map, Caravanning Australia and other relevant publications when the opportunity arises.

Consistent branding and messaging is carried through all RTA print media marketing, banners, website and social media. The 'Pathways to Wave Rock' Map and Visitor Guide continues to be one of the most popular and requested publications for visitors to the area, with its detailed map and content showcasing the region.

RTA involvement at the annual Perth Caravan and Camping Show in the Tourism Pavilion, is an important opportunity for members to engage face to face with many people on mass, to further promote and encourage visitation to our region.

In February 2020 RTA initiated the collaborative collection of visitor number data across our member Shire's, as a means of obtaining an understanding of the needs and tourism trends for future decision making and marketing.

The appointment of the Roe Tourism Association Executive Officer has proved to be a success, with this position coordinating the day to day administration of the Association, as well as marketing activities to promote the Pathways to Wave Rock self-drive route.

In order for RTA to continue providing this level of service on behalf of our Shire members and with ever rising costs, we request \$6,000.00 be considered for the 2020-2021 budget. The Full Membership breakdown will be; \$3,500 Full Membership and \$2,500 EO contribution. RTA do not envisage future annual rises in Full Membership but on recent review this amount had not been increased for many years.

If you have any questions please do not hesitate to contact me.

We look forward to another year and the new opportunities for Roe Tourism Association to promote and encourage visitors to the wheatbelt.

Regards

Bevan Thomas
PRESIDENT

Visit our Website:
www.roetourism.com.au

Find Us on Facebook
www.facebook.com/PathwaystoWaveRock

8.2.8 CORRIGIN COMMUNITY GRANTS

Applicant:	Shire of Corrigin
Date:	13/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.8 Budget Request Applications

SUMMARY

Council is asked to consider the requests from community groups in the Shire of Corrigin for financial support in the 2020/21 financial year.

BACKGROUND

The Shire of Corrigin has an established policy of advertising for budget expenditure requests from community groups in March each year.

This year Council received seven requests for financial assistance to the value of \$17,536.50 and a request for trimming of trees to the value of approximately \$5,000.

Community Organisation/ Club	Purpose	Amount inc gst
Corrigin Historical Society	Tree lopping	Approx \$5,000
Corrigin Creative Arts Council	Ceiling and roof repairs	\$3,134
St John Ambulance	Two Neann Bags @\$450 each	\$900
Corrigin Tidy Town Committee	Equipment maintenance and insurance	\$1,000
Central Agcare		\$2,000
Corrigin Agricultural Show	Fireworks	\$2,500
Corrigin Football Club	Fence behind goals	\$8,002.50

COMMENT

The requests are from well-established organisations that provide ongoing support to the Corrigin community.

Due to the COVID-19 the Corrigin Agricultural Society has informed the Shire of Corrigin that the 2020 Corrigin Agricultural Show has been cancelled. The organisation is planning to hold a family friendly event pending future government relaxing of the number of people permitted at gatherings.

The Corrigin Historical Society request for \$1,980 towards an extension of the lean two was included in 2019/20 financial year.

The fence behind the football goals was discussed informally with the previous CEO however a formal request or quote was not received. The Corrigin Football Club did not submit a quote with their 2020/21 financial year budget request and the Shire of Corrigin obtained a quote for \$8002.50. The Corrigin Football Club has offered to contribute \$1,000 to the project.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

2.12 Budget Consideration/ Preparation

FINANCIAL IMPLICATIONS

Financial contribution of \$9,534 for the 2020/21 financial year and inclusion of the Historical Society Trees in the annual tree trimming budget of approximately \$5,000.

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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. Accept the application from the Corrigin Historical Society for provision to be made in the 2020/21 budget approx. \$5000 towards tree trimming at the Corrigin Historical Museum.*
- 2. Accept the application for funding from the Corrigin Creative Arts Council of \$3,134*

toward the cost of ceiling and roof repairs and makes provision in the 2020/2021 budget.

- 3. Accept the application for funding from the St John Ambulance of \$900 towards the cost of ambulance equipment and makes provision in the 2020/2021 budget.*
- 4. Accept the application for funding from the Corrigin Tidy Town Committee of \$1,000 towards the cost of insurance and equipment maintenance and makes provision in the 2020/2021 budget.*
- 5. Accept the application for funding from the Central Agcare of \$2,000 towards the cost of providing a counselling service and makes provision in the 2020/2021 budget.*
- 6. Accept the application for funding from the Corrigin Agricultural Show of \$2,500 towards the cost of fireworks or entertainment at a family friendly community event in place of the cancelled Corrigin Agricultural Show and makes provision in the 2020/2021 budget.*
- 7. Accept the application for funding from the Corrigin Football Club for a contribution towards the cost of a fence behind the football goals, pending additional quotes, and makes provision for a maximum contribution of \$5,000 in the 2020/2021 budget.*

9 CHIEF EXECUTIVE OFFICER REPORT

COVID-19

The Shire of Corrigin has developed a range of innovative solutions to service delivery keep staff and community members safe while continuing to deliver excellent customer service and maintain essential finance, works and community functions. Existing staff have been retained and casual employment was offered to an additional nine members of the local community who were impacted by the COVID-19 pandemic.

It has been wonderful to see the positive impact the new employees have had in the short time they have been working with the Shire of Corrigin. The new staff have been working hard gardening, raking the cemetery, oiling Adventure Playground and painting the Railway Station Building. Work will commence in the next few weeks on creating new rock walls at the dog cemetery and wildflower trail.

The Shire and CRC staff have done an amazing job of keeping the community up to date with the latest COVID-19 updates and changes to shire services. Out of adversity has come some opportunities and it has been great to see some creative ideas and fun activities around Corrigin lately. The staff are to be congratulated for their amazing ANZAC Day window display, videos, library delivery service as well as regular facebook updates.

The Shire of Corrigin Administration Office doors have re-opened and the staff continue to deliver critical services and business as usual wherever possible. The administration staff spent the past month working from home and have started moving back into the office.

Some buildings, the pool and playgrounds remain closed until further advice from the Department of Health and government.

The outside staff continue to work on road, building and town maintenance while observing additional hygiene, social distancing and restricting vehicles to one person.

Current Projects

Tenders were recently advertised for two new aged housing units in Goyder Street and quotes for the Ablution and Amenities Building at the Corrigin Caravan Park.

Contractors will commence the repairs to the Ton Hall ceiling at the end of the month.

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 16 June 2020 at 3.00pm.

16 MEETING CLOSURE