

SHIRE OF



# MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 17 November 2020



*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 17 November 2020 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

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

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

A handwritten signature in blue 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**

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.00pm and welcomed members of the public attending the meeting.

Welcome to Country.

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

Shire President	Cr. D L Hickey
Deputy Shire President	Cr. M A Weguelin
	Cr. M B Dickinson
	Cr. S L Jacobs
	Cr. S C Coppen
	Cr. F R Gilmore
Chief Executive Officer	N A Manton
Executive Support Officer	K L Biglin
Members of the Public	M Turner
	B Sturges

### **APOLOGIES**

Deputy Chief Executive Officer	K A Caley
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### **LEAVE OF ABSENCE**

Cr. J A Mason

## **3 PUBLIC QUESTION TIME**

NIL

## **4 MEMORIALS**

NIL

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

Mr Brian Sturges and Mr Maurice Turner attended the Council meeting and presented a proposal to erect a plaque to commemorate the young men from the Shire of Corrigin who served their compulsory National Service Training in the years 1951 – 1959.

*Mr Turner and Mr Sturges left the room at 3.20pm and did not return.*

## **6 DECLARATIONS OF INTEREST**

Cr Gilmore declared a Financial Interest in item 8.2.2.

Cr Weguelin declared an Impartiality Interest in item 8.2.1.

## **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 20 October 2020 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**(179/2020) Moved: Cr Jacobs      Seconded: Cr Coppen**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 October 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**Carried 6/0**

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

#### **7.2.1 CORRIGIN RECREATION & EVENTS CENTRE ADVISORY COMMITTEE MEETING**

Minutes of the Corrigin Recreation & Events Centre Advisory Committee meeting held on Wednesday 28 October 2020 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**(180/2020) Moved: Cr Jacobs      Seconded: Cr Dickinson**

*That the minutes of the Corrigin Recreation & Events Centre Advisory Committee meeting held on Wednesday 28 October 2020 (Attachment 7.2.1) be received.*

**Carried 6/0**

#### **7.2.2 EDNA STEVENSON TRUST COMMITTEE MEETING**

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee meeting held on Monday 9 November 2020 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

**(181/2020) Moved: Cr Coppen      Seconded: Cr Jacobs**

*That the Minutes of the Shire of Corrigin Edna Stevenson Trust Committee meeting held on Monday 9 November 2020 (Attachment 7.2.2) be confirmed as a true and correct record.*

**Carried 6/0**

### **7.2.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 9 November 2020 (Attachment 7.2.3).

#### **COUNCIL RESOLUTION**

**(182/2020) Moved: Cr Weguelin**

**Seconded: Cr Coppen**

*That the Minutes of the Shire of Corrigin Local Emergency Management Committee meeting held on Monday 9 November 2020 (Attachment 7.2.3) be confirmed as a true and correct record.*

**Carried 6/0**

## 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:	1/10/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

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

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 20	SALES	MTHLY	FROM JULY 20
Internet Use / Computer Use	10	48	Movie Club Fees	8	22
Photocopying / Printing / Faxing	22	94	Phonebook Sales	4	41
Laminating / Binding / Folding	4	17	Moments In Time Books	0	0
Sec. Services / Scans / CD Burning	13	31	Book Sales	0	0
Room Hire	2	6	Wrapping Paper / Postcard Sales	1	2
Equipment Hire	1	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	1	14	Phone calls	0	0
Resource Centre Membership Fees	0	0	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	52	212	Total:	13	65
<i>Monthly People through:</i>		65			
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	1	7	Corrigin Toy Library	12	25
Tourism	38	162	Broadband for Seniors / Webinars	5	29
Government Access Point	0	44	General Enquires (Face/Email/Website)	142	484
Community Information	16	77	Corrigin Public Library	38	155
Conf. / Vid Conf. / Training	194	322	Corrigin Library eResources	50	247
University Exams	0	0			
Total:	249	612	Total:	247	940
<i>Monthly People through:</i>		496			

**TOTAL FOR THE MONTH OF OCTOBER: 561**

**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – OCTOBER 2020**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Holyoake	1	Professionals Office	Commercial
Bushfire Meeting	11	Conference Room	N/A
Movie Club	10	Conference Room	N/A
Roe Tourism Association	3	Professionals Office	N/A
Rural Traffic Services	5	Video Conf Room	Commercial
WBN Xero Workshop	15	Conference Room	Commercial
Forrest Personnel	3	Professionals Office	Commercial
Safe 4 Kids Workshop	22	Conference Room	Commercial
Pre Harvest Breakfast – Bilbarin	30		
Pre Harvest Breakfast – Bullaring	25		
Pre Harvest Breakfast – Bulyee	32		
Pre Harvest Breakfast – Gorge Rock	37		

**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	*341	424	5740
2020-21	391	409	449	561									

\*COVID-19 pandemic restrictions in place

**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

**COUNCIL RESOLUTION**

**(183/2020) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

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

**Carried 6/0**

## 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	9/11/2020
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 – October 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 October 2020 are provided as Attachment 8.1.2 – Accounts for Payment - October 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$166,906.62

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15503,		
		15505 - 15532,		
		15535 - 15593	\$392,280.42	
	Cheque	020541 - 020546	\$7,334.38	
	Direct Debit	October 2020	\$36,283.25	
	Payroll	October 2020	\$132,235.90	<b>\$568,133.95</b>
Trust	EFT	15504,		
		15533 - 15534	\$4,107.40	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$4,107.40</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	October 2020	\$36,088.50	<b>\$36,088.50</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of October 2020</b>				<b>\$608,329.85</b>

**Previous Accounts for Payment report**

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & ES Trust & Licensing	EFT	EFT15502	EFT15503
Municipal	Cheque	020540	020541
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

Policy 2.10 – Purchasing Policy

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020 / 2021 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

**COUNCIL RESOLUTION**

**(184/2020) Moved: Cr Jacobs      Seconded: Cr Weguelin**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$608,329.85 have been made during the month of October 2020.*

**Carried 6/0**

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	9 November 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 August 2020 to 28 September 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 2020/2021 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

**COUNCIL RESOLUTION**

**(185/2020) Moved: Cr Gilmore      Seconded: Cr Jacobs**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 August 2020 to 28 September 2020 for \$6,598.23.*

**Carried 6/0**

### 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	10/11/2020
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 October 2020

#### SUMMARY

This report provides Council with the monthly financial reports for the month ending 31 October 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 maintaining a solid cash position with \$3.4million remaining in short term investment and still with a fair amount of grant funding to be claimed as projects are completed. Capital projects are slowly progressing and the cash impact will be seen over the next few months as progress payments become due.

Approximately 80% of the outstanding rates have been collected to date. Collection is slowing down now and Council will possibly see small spikes when the instalment due dates come around.

October has been relatively busy with the auditors arriving on 12 October to conduct the final audit for 19/20 financial year. Staff have been advised that the Office of the Auditor General have been booked to review the audited accounts on 17 November 2020. To date it seems the audit has gone well, the auditors gathered all relevant information while here in the office and the final catch up with the team contained only positive comments about the testing they had completed.

Council may be aware that there has been talk over the last few months from the Department of Local Government, Sport and Cultural Industries about changes to the Financial Management Regulations. These changes were endorsed by the Executive Council and gazetted on 6 November 2020 in the Government Gazette. They are expected to be taken into effect in the annual financials retrospectively by each Local Government which has caused some concern on the delays in having the financials signed off by the OAG. From Council auditor's opinion there are only a few small changes that will affect Council's financials for 2019/2020, these will be in regards to the recognition of vested crown land and the revaluation of plant and equipment. Further explanation on the changes will be relayed to Council at the December Audit and Risk Committee meeting after staff attend the Moore Australia webinar and the financials are updated to reflect the amended regulations.

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2020/2021 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

**COUNCIL RESOLUTION**

**(186/2020) Moved: Cr Jacobs      Seconded: Cr Coppen**

*That Council accept the Statement of Financial Activity for the month ending 31 October 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

**Carried 6/0**

## 8.2 GOVERNANCE AND COMPLIANCE

### COUNCIL RESOLUTION

**(187/2020) Moved: Cr Coppen      Seconded: Cr Gilmore**

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

**Carried 6/0**

*Cr Weguelin declared an Impartiality Interest in item 8.2.1.*

### 8.2.1 AUSTRALIA DAY AWARDS

Applicant:	Shire of Corrigin
Date:	10/11/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0002
Attachment Ref:	Confidential Community Citizen of the Year and Active Citizenship Award nominations

### SUMMARY

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

### BACKGROUND

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

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

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

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

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

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



The recipients are judged on the following selection criteria:

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

The following eligibility criteria applies to the awards:

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group. Though a couple or pair working together on a joint initiative may be considered in an individual category at the discretion of the local selection committee,
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

#### **COMMENT**

The Community Citizen of the Year Awards were actively promoted by Auspire – Australia Day Council and the Shire of Corrigin in print and social media throughout the year. Nominations closed on 31 October 2020 and five nominations were received.

The awards are to be presented at the annual Australia Day breakfast on 26 January 2021.

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

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

Copies of the nominations are provided under separate cover.

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

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The cost of the annual Australia Day Breakfast is included in the 2020/21 Annual Budget and a grant has been received to offset some of the cost.

**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 3.2 - A community for all ages**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.2.2	Collaborate with key stakeholders to encourage youth engagement	3.2.2.3	Promote opportunities for youth development, employment and activities.
3.2.3	Continue to support family services	3.2.3.1	Support current and future groups and organisations for the provision of family facilities and services within the district

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(188/2020) Moved: Cr Coppen      Seconded: Cr Dickinson**

*That Council:*

1) award the 2020 Community Citizen of the Year Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2021.

2) award the 2020 Community Citizen of the Year – Youth Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2021.

3) award the 2020 Community Citizen of the Year – Senior Award to \_\_\_\_\_ at the Australia Day Breakfast, on 26 January 2021.

4) award the 2020 Active Citizenship Community (Group or Event) Award to \_\_\_\_\_ at the Australia Day Breakfast on 26 January 2021.

**Carried 6/0**

*In order to maintain confidentiality the names will not be published in public minutes until after the presentation of the awards.*

**COUNCIL RESOLUTION**

**(189/2020) Moved: Cr Weguelin      Seconded: Cr Coppen**

*That Council in accordance with Clause 15.10 of the Standing Orders re open the meeting to the public.*

**Carried 6/0**

*Cr Gilmore declared financial interest in item 8.2.2 and left room at 4.02pm.*

## **8.2.2 DEVELOPMENT APPLICATION (RETROSPECTIVE) – EXISTING UNAUTHORISED HOME OCCUPATION (FOOD PRODUCTION)**

Applicant:	Mr Frederick R Gilmore
Landowner:	As above
Location:	Lot 2 (No.13) Walton Street, Corrigin
Date:	10 November 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 11-2020
Attachment Reference:	Attachment 8.2.2 – Full Copy of Development Application Submitted

### **SUMMARY**

This report recommends that Council grant conditional approval to a development application received from Mr Frederick R Gilmore for an existing unauthorised home occupation on Lot 2 (No.13) Walton Street, Corrigin.

### **BACKGROUND**

The applicant has submitted a development application seeking Council's retrospective approval for an existing unauthorised home occupation on Lot 2 (No.7) Walton Street, Corrigin.

Under the terms of the application food products including honey, jam and preserves will be prepared and packaged within a 10.473m<sup>2</sup> portion of the existing building on the land by the applicant in his capacity as the landowner/occupant. All food produced will then be sold on a commercial basis to local shops and regional markets. The applicant has confirmed the business will operate according to demand (i.e. no set days or hours of operation) with all food produced to be delivered directly to customers (i.e. there will be no visitation by customers and no advertising signage is required or proposed). Full details of the application are provided in Attachment 8.2.2.

Lot 2 is located in the north-western portion of Corrigin in the town's designated commercial precinct. The land comprises a total area of approximately 1,012m<sup>2</sup> and contains an older style commercial building in good condition that was lawfully converted for use for both residential and commercial purposes back in the early 1960's.



Location & Lot Configuration Plan (Source: Landgate)

Access to the property is available along its frontage to Walton Street located immediately west as well as a public right-of-way to the east, both of which are under the care, control and management of the Shire.

Existing surrounding land uses are predominantly commercial in nature comprising a mix of professional and agricultural related services with limited impact upon the amenity and character of the immediate locality. The property is also located in close proximity to parkland to the west on the opposite side of Walton Street which has been extensively developed and used for passive recreational purposes.

#### **COMMENT**

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

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

- i) *To encourage development of a high visual, functional and environmental standard, serving both town and rural residents and the development of new buildings and or the modification/ restoration of existing buildings in a manner which is compatible with the existing or planned streetscape in terms of scale, height, design, building materials, location and visual facade appearance;*
- ii) *To promote convenient and safe shopping facilities and relate these to the wide variety of civic, service, business, entertainment and social functions of the town centre;*
- iii) *To encourage the wide range of compatible uses within a compact/accessible town centre which are necessary to promote this as a vibrant functional sector in the everyday life of the community it services; and*
- iv) *To provide for safe pedestrian movement and the safe and efficient flow of traffic and the adequate provision of car parking facilities.*

A 'home occupation' is defined in Part 6 of LPS2 as a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation:

- a) does not involve employing a person who is not a member of the occupier's household; and
- b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- c) does not occupy an area greater than 20m<sup>2</sup>; and

- d) does not involve the display on the premises of a sign with an area exceeding 0.2m<sup>2</sup>; and
- e) does not involve the retail sale, display or hire of any goods; and
- f) does not:
  - i) require a greater number of parking spaces than normally required for a single dwelling; or
  - ii) result in an increase in traffic volume in the neighbourhood; and
- g) does not involve the presence, use or calling of a vehicle more than 4.5 tonnes tare weight; and
- h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located.

Under the terms of the Zoning Table in LPS No.2 the development and/or use of any land classified 'Commercial' zone for the purpose of a 'home occupation' is listed as being a discretionary (i.e. 'D') use meaning it is not permitted unless Council has exercised its discretion by granting development approval.

The application has been assessed with due regard for all relevant objectives, standards and requirements prescribed in LPS No.2, clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* as well as advice received from the Shire's Environmental Health Officer. This assessment has confirmed the proposal is compliant with the parameters within which a home occupation is required to be undertaken on land classified 'Commercial' zone and is therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality provided it is operated and managed appropriately and in accordance with all legislative and regulatory requirements.

In light of the above findings and conclusion, 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, the relevant standards and requirements of the Shire's local planning framework and any other relevant laws and regulations governing the production of food for human consumption.

#### **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*
- *Food Act 2008*
- *Food Regulations 2009*
- *Health (Miscellaneous Provisions) Act 1911*
- *Shire of Corrigin Health Local Law 2016*
- *Australia New Zealand Food Standards Code*

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by the applicant/landowner including yearly renewal requirements for home occupations which are subject to an application fee of \$73.00.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

### **COMMUNITY & STRATEGIC IMPLICATIONS**

The proposal for Lot 2 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.*

### **VOTING REQUIREMENT**

Simple Majority

### **COUNCIL RESOLUTION**

**(190/2020) Moved: Cr Coppen      Seconded: Cr Weguelin**

*That Council **APPROVE** the development application submitted by Mr Frederick R Gilmore to formalise an existing unauthorised home occupation on Lot 2 (No.13) Walton Street, Corrigin for food production purposes subject to the following conditions and advice notes:*

#### Conditions

1. *The proposed development shall be undertaken in a manner consistent with all 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. *This approval is issued to the current owner/occupier of the land. It shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it is granted. Should there be a change in the owner or occupier of the land in respect of which this approval is granted, the approval is immediately cancelled and has no further affect.*
4. *The proposed use shall not employ any person who is not a member of the current occupier's household and shall not occupy an area greater than 20m<sup>2</sup>.*
5. *All food produced on the land shall be delivered to customers. No customers are permitted to attend the premises to collect food orders.*
6. *The retail sale, display or hire of any goods from the land is not permitted.*
7. *If in the opinion of Council the proposed use is causing a nuisance or annoyance to the owners or occupiers of other land in the immediate locality, Council may rescind this approval by issuing a notice in writing.*
8. *The applicant must not erect or otherwise display any advertising sign with an area exceeding 0.2m<sup>2</sup> unless otherwise approved by Council. A sign erected under this condition must:*
  - a) *only describe the service offered and provide the relevant contact details;*

- b) be placed on a building, wall, fence or entry statement of the premises;
- c) not be illuminated nor use reflective or fluorescent materials.

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. *In accordance with clause 31(13)(2) of the Shire of Corrigin Local Planning Scheme No.2, this approval is valid for a period of twelve (12) months only and any extension of development approval for a further period of twelve (12) months must be the subject of a written application to the local government for renewal of the same. An application fee of \$73.00 is payable to the local government to renew this development approval for a further twelve (12) month period.*
4. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Health (Miscellaneous Provisions) Act 1911 and Shire of Corrigin Health Local Law 2016 as applicable.*
5. *The proposed food production activity shall comply in all respects with the Food Act 2008 and Food Regulations 2009 and operate only once notification and registration of the food business has been received and approved by the Shire's Environmental Health Officer, and a Certificate of Registration and Notification has been granted.*
6. *The proposed food production activity shall comply in all respects with the specific standards and requirements of the Australia New Zealand Food Standards Code, and in particular Chapter 3: Food Safety Standards (Australia only).*
7. *The noise generated by any activities on-site shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
8. *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.*
9. *If the applicant/landowner 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.*

**Carried 5/0**

Cr Gilmore re-entered the room at 4.04pm.



### 8.2.3 DEVELOPMENT APPLICATION – PROPOSED NEW CARPORT & PATIO STRUCTURES ON LOT 333 (NO.67) WALTON STREET, CORRIGIN

Applicant:	AP Robins & NA Larke
Landowner:	As above
Location:	Lot 333 (No.67) Walton Street, Corrigin
Date:	10 November 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 12-2020
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 AP Robins & NA Larke (Landowners) for proposed new carport and patio structures on Lot 333 (No.67) Walton Street, Corrigin.

#### BACKGROUND

The applicant is seeking Council’s development approval to remove one (1) existing carport and a small patio structure from an existing grouped dwelling development on Lot 333 (No.67) Walton Street, Corrigin and construct two (2) new carports and a connecting patio structure along the sides and rear of both dwellings on the land. The proposed structures will comprise a total combined area of approximately 140m<sup>2</sup> and be constructed using steel framework and Colorbond cladding. Full details of the proposal are provided in Attachment 8.2.3.

Lot 333 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 1,012m<sup>2</sup>. The land is rectangular in shape and has historically been developed and used for low density residential purposes (i.e. two single storey grouped dwellings 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 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)



Existing surrounding land uses are predominantly residential in nature comprising single detached dwellings on quarter acre blocks. The property is also located in close proximity to undeveloped vacant Crown land to the north and west which is proposed to be developed and used for passive recreation and low density residential purposes in the future.

Whilst the subject land has been designated by the Fire and Emergency Services Commissioner of Western Australia as being bushfire prone, a bushfire attack level (BAL) assessment is not required or deemed necessary as the proposed development will not:

- a) result in the intensification of land usage;
- b) result in an increase of residents; and
- c) result in an increase to the current bushfire threat.

**COMMENT**

Lot 333 is classified 'Residential' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density code of R20.

Under the terms of LPS2 the development of grouped dwellings, including any associated improvements such as carports, patios, pergolas, sheds and so on, is listed as being a discretionary (i.e. 'D') use on any land classified 'Residential' zone which means it is not permitted unless Council has exercised its discretion by granting development approval.

An assessment of the proposal against the relevant development standards contained in the R-Codes and LPS2 has confirmed it is not compliant with the following deemed-to-comply requirements as they apply to minimum setback distances to the nearest property boundaries:

- i) Carport Structures – Proposed setback of 600mm to the land's northern and southern side boundaries in lieu of a minimum required setback of 750mm as required by clause 31(14)(c)(iii) of LPS2; and
- ii) Combined Patio Structure – Proposed setback of 600mm to the land's northern and southern side boundaries in lieu of a minimum required setback of 1,200mm (i.e. 1.2 metres) as required by clause 31(14)(c)(ii)(a) of LPS2.

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:

- i) The proposed structures are unlikely to have any significant adverse visual impacts on the local streetscape or any adjoining property in terms of their location, bulk and scale as the proposed variations to the required standards are considered minor;
- ii) The proposed structures 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;
- iii) The proposed structures will not give rise to any overlooking and resultant loss of privacy on any adjoining property;
- iv) The proposed structures will allow for the effective use of space on the land by the occupier/s of the existing grouped dwellings thereon; and

- v) The potential fire risk is considered low given the construction materials proposed to be used (i.e. steel framing and cladding) and the proposed structures' adequate separation distance to the nearest bushfire source.

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**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget. All costs associated with the proposed development will be met by the applicant/landowner.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right to seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

### **COMMUNITY & STRATEGIC IMPLICATIONS**

The proposal for Lot 333 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

### **COUNCIL RESOLUTION**

**(191/2020) Moved: Cr Weguelin**

**Seconded: Cr Coppen**

*That Council resolve to approve the development application submitted by AP Robins & NA Larke to remove one (1) existing carport and a small patio structure from an existing grouped dwelling development on Lot 333 (No.67) Walton Street, Corrigin and construct two (2) new carports and a connecting patio structure along the sides and rear of both dwellings on the land 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 new carport and patio structures shall be constructed using new materials only.*
5. *All building waste generated by the proposed demolition and construction works shall be disposed of at an approved landfill facility immediately upon completion of the proposed works.*

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 demolition or 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, demolition and building permit applications must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any demolition, construction or earthworks on the land.*
4. *The proposed new carport and patio structures are 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.*

**Carried 6/0**

## 8.2.4 EMPLOYEE HEALTH AND WELLBEING SUPPORT POLICY

Applicant:	Shire of Corrigin
Date:	11/11/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PER.0015
Attachment Ref:	NIL

### SUMMARY

Council is requested to consider adopting a policy to enable the CEO to offer employees a range of health and wellbeing support services and incentives.

### BACKGROUND

The Shire is committed to providing employees with a safe, healthy and supportive work environment. The importance of a workplace culture where healthy lifestyle choices are valued and encouraged is well recognised.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The Shire of Corrigin currently provides a range of opportunities and support services to assist employees to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee's safety.

Additional health and wellbeing incentives are proposed to improve the general health of employees, assist with retention and attraction of staff and reduce workers compensation claims.

### COMMENT

This report recommends that Council endorse a policy authorising the CEO to offer a range of health, fitness and wellbeing incentives to employees of the Shire of Corrigin.

Fitness for work and employee health and wellbeing has been the focus of recent discussions at the Occupational Health and Safety Committee meetings.

Assistance has been sought from Local Government Insurance Service (LGIS) Health and Wellbeing Program on a range of initiatives and the need for additional support services was identified.

Other local governments consulted during the development of this policy provide free or discounted pool entry and gym membership.

The proposed incentives provide flexibility and choice of physical fitness and health activities to ensure fairness and equity among employees.

### STATUTORY ENVIRONMENT

Council's role to determine the Local Government's policies is defined in the *Local Government Act, Section 2.7(2) (b)*:

*Local Government Act 1995 – Section 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.

Occupational Safety and Health Act 1984

### **POLICY IMPLICATIONS**

Various employee policies currently outlined in Policy Manual

### **FINANCIAL IMPLICATIONS**

The 2020/21 Annual Budget provides an allocation \$3,000 for Fitness for Work expenditure.

The financial impact of the physical activity incentives are expected to be approximately \$1,250 in loss of revenue from pool entry fees and an estimated cost of \$4,000 for reimbursement of memberships and passes per annum.

The costs associated with the incentive are likely to be offset by improvement in the general health and productivity of employees, retention and attraction of staff and reduction in workers compensation claims.

### **COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Leadership**

**Strong Governance and leadership**

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

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

### **VOTING REQUIREMENT**

Absolute Majority

### **COUNCIL RESOLUTION**

**(192/2020) Moved: Cr Weguelin**

**Seconded: Cr Jacobs**

*That Council in accordance with Section 2.7(2)(b) of the Local Government Act 1995 adopt the Employee Health and Wellbeing policy.*

**Carried by Absolute Majority 6/0**

## 1.1 EMPLOYEE HEALTH AND WELLBEING SUPPORT

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	**
<b>Amended:</b>	**

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- Objective:** To ensure that employees have an opportunity to access a range of health and wellbeing support services and programs to show commitment to:
- Improving the health and wellbeing of employees.
  - Promote awareness of key health issues.
  - Promote and encourage participation in workplace health and wellbeing activities.
  - Encourage employees to provide input into health and wellbeing activities.

**Policy:**

The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers compensation claims.

**Employee Support Services**

The Shire of Corrigin provides a range of opportunities and support services to assist employees to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee's safety.

The Shire of Corrigin offers all employees access to the following services provided by Local Government Insurance Service (LGIS) Health and Wellbeing Program including:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding and work arrangements.

### **Counselling and Support Service.**

Employees are able to access free and confidential counselling sessions over the telephone or face to face. The LGIS Counselling Service is generally a short term service and employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

### **Employee Health and Wellbeing Incentives**

In order to encourage fitness and general wellbeing all permanent full time and part time employees are offered **one** of the following incentives to a maximum value of \$250 per financial year:

- Season pass for individual or family (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.
- Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.

### **Conditions**

The following conditions apply to the incentives

- These incentives apply to all permanent full time and part time employees of the Shire of Corrigin.
- Not to be used for the purchase of clothes, shoes or equipment.
- Not to be used for social or non-playing membership fees.
- Applies to individual employees and immediate family only including: dependent children under 16 and excluding siblings, grandchildren or parents.

### **Roles and Responsibilities**

Employees are encouraged to:

- Support and contribute to the Shire of Corrigin's aim of providing a safe, healthy and supportive environment for all employees.
- Seek clarification from management if required.
- Support fellow workers in their awareness of this policy.
- Actively support and contribute to the implementation of health and wellbeing support services and programs.

### **Communication Monitoring and Review**

The Shire of Corrigin will ensure that:

- All employees receive information about the range of health and wellbeing support services offered by the Shire of Corrigin during the induction process.
- This policy is easily accessible by all employees and are provided with notification of any changes to the policy.
- Employees are encourage to actively contribute and provide feedback to this policy.
- The effectiveness of the policy will be assessed through feedback from employees.
- The policy will be reviewed by management and the Occupational Health and Safety Committee to determine if objectives are being met.

## **9 CHIEF EXECUTIVE OFFICER REPORT**

The shire staff and contractors have been busy lately with a great deal of building and construction activity taking place over the past month. With many projects happening at once it has been quite a challenge to keep up with the various project management, logistical and building arrangements as well as grant funding requirements.

### **Aged Housing Units**

After five years of planning and waiting for funding the two new aged housing units are finally taking shape. The walls are up and the roof is almost complete on the two bedroom units in Goyder Street.

It is expected that the construction of the units will be finished by the end of the year with the fixtures, fitting, landscaping, fencing and driveways to be completed early next year.

The Corrigin Senior Citizens Committee will be responsible for the management of the units once they are completed and the shire staff have been working with the committee on the eligibility criteria. As part of the funding requirements the allocation of the units will be based on need and will be subject to means testing.

### **Corrigin Caravan Park**

The new caravan park building is progressing well with the roof to go on soon. The building includes a camp kitchen, four unisex bathrooms, an accessible/family bathroom, laundry and alfresco area.

The old facilities remain in place during the construction of the new building and will be demolished once the new building is completed, making way for a new BBQ and social, outdoor seating area.

Despite the disruption to the caravan park the new building will be a welcome improvement to the facilities for tourists visiting Corrigin.

### **Containers for Change Refund Point**

The Containers for Change Refund Point is slowly increasing the number of beverage containers received at the new facility in Goyder Street. Mareese Dyer has been co-ordinating the refund point for the shire and has plans to actively promote the facility now that it has been operating for a couple of weeks.

### **Road Construction**

It has been busy for staff and contractors out on the roads as well over the past month. The construction work on the Corrigin Quairading Road is nearing completion and work is due to commence on the Bendering Road later this month.

The road construction team are expected to be working on the Bendering Road for several months and unfortunately road users may experience some inconvenience during that time. A wider and safer road will be worth the wait.

## **10 PRESIDENT'S REPORT**

The President reported on the recent hay fire incident on the Bruce-Rock Corrigin Road. The overall event is being described as a good all round learning experience for all involved and the President thanked the volunteers who put in their time and efforts in to ensuring the situation was handled quickly and efficiently.



**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 15 December 2020 at 3.00pm.

**16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.40pm.