

SHIRE OF



# AGENDA

ORDINARY COUNCIL MEETING

TUESDAY 16 June 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 16 June 2020 in the Council Chambers, 9 Lynch Street, Corrigin  
Commencing at 3.00pm.

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## Order of Business

9.00am	<i>Bus Tour (meet at Shire Office)</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>

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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 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**

**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 Stanley “Bill” Clark 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 19 May 2020 (Attachment 7.1.1).

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

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 May 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 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

Minutes of the Shire of Corrigin Audit and Risk Management Committee Meeting held Tuesday 9 June 2020.

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

*That the Minutes of the Shire of Corrigin Audit and Risk Management Committee Meeting held Tuesday 9 June 2020 (Attachment 7.2.1) be confirmed as a true and correct record.*

#### **7.2.2 TOURISM AND ECONOMIC DEVELOPMENT COMMITTEE MEETING**

Minutes of the Shire of Corrigin Tourism and Economic Development Committee Meeting held Thursday 21 May 2020.

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

*That the Minutes of the Shire of Corrigin Tourism and Economic Development Committee Meeting held Thursday 21 May 2020 (Attachment 7.2.2) be confirmed as a true and correct record.*

#### **7.2.3 SPECIAL COVID-19 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minute of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meeting held Monday 8 June 2020.

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

*That the Minutes of the Shire of Corrigin Special COVID-19 Local Emergency Management Committee Meeting held Monday 8 June 2020 (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:	2/06/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### **CORRIGIN CRC MONTHLY USAGE – MAY 2020:**

CUSTOMER ACCESSING 'FEE FOR SERVICE' AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	3	77	Movie Club Fees	0	77
Photocopying / Printing / Faxing	19	250	Phonebook Sales	3	54
Laminating / Binding / Folding	2	41	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	3	64	Book Sales	0	2
Room Hire	2	70	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:	29	565	Total:	3	136
<i>Monthly People through:</i>		32			
CUSTOMER ACCESSING 'CORRIGIN CRC SERVICES'					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	7	25	Corrigin Toy Library	1	73
Tourism	22	319	Broadband for Seniors / Webinars	3	102
Government Access Point	0	45	General Enquires (Face/Email/Website)	118	1257
Community Information	8	234	Corrigin Public Library	34	636
Conf. / Vid Conf. / Training	21	969	Corrigin Library eResources	95	906
University Exams	0	8			
Total:	58	1600	Total:	251	2974
<i>Monthly People through:</i>		309			

**TOTAL FOR THE MONTH OF MAY: 341**

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – MAY 2020

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	6	Video Conference Room	Commercial
Graeme Shipway (Optometrist)	4	Professionals Office	Commercial
Tourism and Economic Committee	11	Conference Room	N/A

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		

**STATUTORY ENVIRONMENT**

NIL

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Decrease in income due to COVID-19 restrictions and CRC office closure for the beginning of May. Services partially reopened Monday 11 with Library closed until Monday 18 May 2020.

**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:	8/06/2020
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 – May 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 May 2020 are provided as Attachment 8.1.2 – Accounts for Payment - May 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$27.70.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15021 - 15026,		
		15029 - 15137	\$1,343,253.64	
	Cheque	020502 - 020515	\$36,518.57	
	Direct Debit	May 2020	\$30,539.66	
	Payroll	May 2020	\$129,486.58	<b>\$1,539,798.45</b>
Trust	EFT	15027 - 15028	\$80.80	
	Cheque	003392	\$50.00	
	Direct Debit	No Payments	\$0.00	<b>\$130.80</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	May 2020	\$32,487.75	<b>\$32,487.75</b>
Edna	EFT	No Payments	\$0.00	
Stevenson	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of May 2020</b>				<b>\$1,572,417.00</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 – May 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	EFT15020	EFT15021
Municipal	Cheque	020501	020502
Trust	Cheque	003391	003392
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 \$1,572,417.00 have been made during the month of May 2020.*

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	08/06/2020
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 28 March 2020 to 28 April 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 March 2020 to 28 April 2020 for \$1,333.12.*

### 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 May 2020

#### SUMMARY

This report provides Council with the monthly financial report for the month ending 31 May 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, there was still \$2,230,000 in short term investments at the end of May. We are still expecting final claims from the Federal Assistance Grant Scheme (FAGS) of \$230,806. We have also put in the final claims to Main Roads for the Regional Road Group, Roads to Recovery, Blackspot and the Commodity Route funding totalling \$445,067.

Council received an advance payment of FAGS from the Government for 2020/2021 during the month of May. These funds have been transferred into reserves and locked away in a term deposit that will mature in July 2020.

The existing reserves term deposit matured on 2 June 2020. The budgeted transfers have been calculated, transferred to the term deposit and rolled over for another 180 days at a rate of 1%.

Budget processes are full steam ahead still with the second workshop being held on 9 June 2020. Staff are still working very hard to ensure that the budget is ready for adoption at the July Council meeting.

End of financial year is getting very close and we are working on getting everything tidied up ready for our end of financial year processes. The final audit has been booked for the week starting 12 October 2020.

Further information on the May 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 31 May 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 DUAL FIRE CONTROL OFFICERS 2020/21

Applicant:	Shire of Pingelly
Date:	4/06/2020
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 – Appointment of Dual Fire Control Officers 2020/21

#### SUMMARY

The Shire of Pingelly has requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2020/2021 bush fire season.

#### BACKGROUND

The Shire of Corrigin has received correspondence from the Shire of Pingelly requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2020/2021 bush fire season:

Shire of Pingelly:

- Mr Rodney Shaddick
- Mr Robert Kirk
- Mr Victor Lee
- Mr Jeffrey Edwards
- Mr Sam MacNamara

#### COMMENT

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

**STATUTORY ENVIRONMENT**

Bush Fires Act 1954

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 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 appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2020/2021 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:*

*Shire of Pingelly:*

- *Mr Rodney Shaddick*
- *Mr Robert Kirk*
- *Mr Victor Lee*
- *Mr Jeffrey Edwards*
- *Mr Sam MacNamara*



## 8.2.2 DELEGATION REGISTER REVIEW

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:	Attachment 8.2.2 – Delegation Register

### SUMMARY

Under s5.46 (2) of the *Local Government Act 1995* ('the Act') Council is required to, at least once every financial year review its delegations to the Chief Executive Officer (CEO) and employees.

### BACKGROUND

Under the *Local Government Act 1995*, Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees. Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 18 June 2019 and passed by resolution 81/2019.

### COMMENT

The Delegations Register has been updated and amended based on the WA Local Government Association (WALGA) model template.

The WALGA Governance team provided assistance in the drafting of the register.

### STATUTORY ENVIRONMENT

*S5.18 Local Government Act 1995 Register of delegations to committees*  
*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*

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

NIL

### COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.3	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 Delegations Register as provided in Attachment 8.2.2.*

### 8.2.3 ADOPTION OF REVISED CORPORATE BUSINESS PLAN

Applicant:	Shire of Corrigin
Date:	10/06/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.3 – Revised Corporate Business Plan

#### SUMMARY

This item seeks Council's endorsement of the reviewed Shire of Corrigin's Corporate Business Plan.

#### BACKGROUND

The *Local Government (Administration) Regulations 1996* require a plan for the future encompassing a Strategic Community Plan and a Corporate Business Plan. The Corporate Business Plan is to be reviewed annually.

Following a period of community consultation in 2017 the Shire of Corrigin developed a new Strategic Community Plan 2017 – 2027. A Corporate Business Plan outlining actions to achieve the desired strategic direction was created at the same time.

The Corporate Business Plan was reviewed by management in May 2020 and progress was noted on the actions and work that is still to be done in the 2020/21 year and beyond.

#### COMMENT

The 2017 – 2027 Strategic Community Plan outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was initially adopted by Council in 2017 and was reviewed by management in 2018, 2019 and 2020 to ensure that the Shire's performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

s. 5.56. *Planning for the future*

1) *A local government is to plan for the future of the district.*

2) *a local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

*Local Government (Administration) Regulations 1996*

s. 19DA. *Corporate business plans, requirements for (Act s. 5.56)*

1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*

3) *A corporate business plan for a district is to —*

*a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*

- b) Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- 4) A local government is to review the current corporate business plan for its district every year.*
- 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Achievement of actions will depend on available resources in 2020/21 and future years' 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
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of Integrated Planning and Reporting documents and Informing strategies, including Long Term Financial Plan, Asset Management Plan and Workforce Plan
		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 revised Shire of Corrigin Corporate Business Plan as provided as Attachment 8.2.3.*

## 8.2.4 REVIEW AND CONTINUATION OF BUILDING SERVICES – CITY OF KALAMUNDA

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	11/03/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	DBC.0011
Attachment Reference:	Attachment 8.2.4 - City of Kalamunda Memorandum of Understanding and Shared Services Agreement

### SUMMARY

Council is requested to endorse the continuation of the existing agreement with the Shire of Kalamunda for the provision of building surveying services for a further period of three years.

### BACKGROUND

The Shire of Corrigin has had an agreement with the City of Kalamunda since 2012 to provide the following building surveying services including:

- Process applications for building licences;
- Prepare building approvals for issue;
- Undertake required site inspections;
- Advise on appropriate action following site inspection;
- Assess against Residential Design Codes requirements;
- Demolition Licences;
- Prepare reports in relation to any applications for building dispensations; and
- Provide a telephone enquiry service for local residents.

At the Ordinary Council Meeting held on June 2017 the following resolution was passed.

*Resolution (109/2017)*

*That Council:*

1. *Enters into an agreement with the Shire of Kalamunda for the provision of building services as outlined in the proposed Memorandum of Understanding and Shared Services Agreement for a period of three years; and*
2. *Authorises the President and Chief Executive Officer to affix the common seal to the Memorandum of Understanding and Shared Services Agreement.*

### COMMENT

The existing agreement with the City of Kalamunda enables the Shire of Corrigin to provide a comprehensive building service to local residents and is working well. The current agreement commenced in 2017 and is to be reviewed every three years.

The staff at the City of Kalamunda are familiar with building and planning matters in the Shire of Corrigin and provide a telephone enquiry service for prospective building approval applicants as well as advice to Shire of Corrigin staff on the approvals process.

The annual cost of the service depends on the number of building applications assessed and the level of services used. The annual building fees income collected by the Shire of Corrigin over the past four years, as outlined in the *Building Act 2011 and Building Regulations 2012*,

ranges from \$1,200-\$3,500 per annum and is not sufficient to cover the cost of employing a part time staff member. The City of Kalamunda provides a detailed breakdown of services used on a monthly basis and only invoices for the actual services provided. The annual cost of the service over the past four years has ranged from \$1,200 to 3,500.

Council is requested to endorse the continuation of the existing arrangement for the use of building services from the City of Kalamunda.

**STATUTORY ENVIRONMENT**

*Building Act 2011*

*Building Regulations 2012*

**POLICY IMPLICATIONS**

2.9 Purchasing Policy

**FINANCIAL IMPLICATIONS**

Annual cost of building service is approximately \$2,000 per annum and provision is made in the annual budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Corrigin Strategic Community Plan 2013-2023:

**Objective: Leadership**

**Strong Governance and leadership**

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

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

**Objective: Leadership**

**Outcome 4.2 - An Effective and Efficient Organisation**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2.2	Continue to improve operational efficiencies and provide effective services	4.2.2.1	Review delivery of services for operational and cost effective efficiencies
		4.2.2.2	Set appropriate Fees and Charges for applicable services that promote the use of services and limits the reliance of rate funding.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Endorse the extension of the existing agreement with the City of Kalamunda for the provision of building services as outlined in the proposed Memorandum of Understanding and Shared Services Agreement for a further period of three years to 30 June 2023.*
- 2. Delegates the formation of the Contract with the City of Kalamunda to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*



## 8.2.5 DROUGHT COMMUNITIES PROGRAM- EXTENSION

Applicant:	Shire of Corrigin
Date:	8/06/2020
Reporting Officer:	Emma Shaw, Administration and Community Development Officer
Disclosure of Interest:	NIL
File Ref:	GS.0122
Attachment Ref:	Attachment 8.2.5 – Drought Communities Program Proposed Projects

### SUMMARY

This item relates to the proposed projects for the Drought Communities Program- Extension which the Shire of Corrigin is eligible to attain for projects to stimulate the economy.

### BACKGROUND

The Shire of Corrigin received advice that it is eligible for funding of up to one million dollars under the drought communities program. The advice received was as follows:

The objective of the Drought Communities program (DCP) is to deliver benefits in declared council areas, by supporting investment in local infrastructure initiatives. Funding will be targeted at infrastructure projects that provide employment for people whose work opportunities have been impacted by drought, stimulate local community spending, use local resources, businesses and suppliers, and/or provide a long-lasting benefit to communities and the agricultural industries on which they depend. The desired outcomes of the DCP are as follows:

- Increased employment in regions.
- Improved levels of economic activity in the region.
- Increased productivity in region.
- Better retention of businesses services and facilities.

DCP funding cannot be used for:

- Payment of salaries for existing staff or contractors, although projects may be carried out by existing workforce.
- Computer software or hardware that is not an integral part of the funded capital project.
- Council's core or business as usual operations, which council rates and government funding usually fund.
- Purchases of land buildings vehicles or mobile capital equipment such as trucks and earthmoving equipment.
- Expenditure incurred prior to the announcement that the project has been successful in its proposal for funding.
- Staging events, exhibiting a display or filming.

In the February 2020 discussion forum 10 projects were proposed to Council for consideration.

1. **Sustainable water supplies** – drought proof town by installing or replacing aging bores, pumps, tanks and standpipe to utilise underground water and reduce use of scheme water for roadworks, oval and parks and gardens. Installing tanks and pumps to make tank filling faster and more time efficient. Supplementary water supplies for stock during dry conditions. Water wise plants in parks and gardens.
2. **Airstrip Lights** – replace lights on airstrip that have reached the end of their useful life with new LED lights, pilot activated light switch system and generator so that lights work if power is out.

3. **Main Street Upgrade** – upgrade bollards, bins, seating, planter boxes and plants to make the area more appealing and replace aged infrastructure.
4. **Wellness Centre Upgrade** – developing 5 Murphy Street, so that it can accommodate the dentist plus refurbishing the Wellness Centre to include additional consulting rooms to attract further health professionals, creating a wellness/health hub for surrounding towns as well as for Corrigin. Improving parking (for staff and customers) and traffic flow for the centre.
5. **Town Hall** – ceiling restoration and paint inside and out.
6. **RV Area** – develop Recreation Vehicle areas near Walton Street toilets and Windmill building.
7. **New singles units** – building new duplex or triplex of singles units.
8. **Rotary Tourist Park Redevelopment** – new toilet block, play equipment car park and landscaping.
9. **Caravan Park revitalisation** – new site power boxes, sullage, curbing, bitumen, concrete pads, kids play/ rec area, plus all the planned demolitions and building of amenities.
10. **Miss B's Park Playground Upgrade** – installing a better playground and extending playing area to the other side of the path, plus additional shade.

#### **COMMENT**

The projects align with the following objectives which were identified as essential in the Strategic Community Plan 2017-2027 community consultation.

- Retention and development of medical, health and aged care services.
- Manage and enhancing natural environment along with built infrastructure within available resources.
- Continue to provide infrastructure to support social wellbeing of the community.

The need to improve visitor services was identified in the Economic and Tourism Strategy Action Plan 2017/18.

Following preliminary consultation with Council, contractors and community members, the top three projects were ranked based on projects that had already been identified as a high priority and were most achievable in the 12 month timeframe for the funding to be used.

1. **Sustainable Water Supplies**
2. **Wellness Centre Upgrade**
3. **Rotary Tourist Park Redevelopment**

The projects have also been selected as meeting one or more of the eligibility requirements of the grant funding and will address the following criteria:

1. Projects can lead to the employment of locals.
2. Projects can contribute to the economic activities in the community/region.
3. Projects can lead to the retention of businesses, services and facilities.

Specific project details are outlined in attachment 8.2.5.

## STATUTORY ENVIRONMENT

Local Government Act 1995, Section 2.7(2) (b):

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.

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

The draft budget working papers include provision for the \$1 million Drought Communities Program funding to be spent on the following programs:

- Sustainable Water Supplies \$250,000
- Wellness Centre Upgrade \$250,000
- Rotary Tourist Park Redevelopment \$500,000

There are no guidelines in the funding specifying that Council must co-fund the projects, however additional funding may be required to complete the projects.

## COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027

**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

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council endorse the following proposed projects and approve the CEO to prepare and lodge the application for funding up to \$1,000,000 under the Drought Communities Program:*

1. Sustainable Water Supplies
2. Wellness Centre Upgrade
3. Rotary Tourist Park Redevelopment

## 8.2.6 SHIRE OF CORRIGIN CONTAINER DEPOSIT SCHEME – REFUND POINT APPLICATION

Applicant:	Shire of Corrigin
Date:	10/06/2020
Reporting Officer:	Lauren Pitman, Environmental Health Officer
Disclosure of Interest:	NIL
File Ref:	WM.0041
Attachment Ref:	Attachment 8.2.6 - WARRRL Application

### SUMMARY

This report is to present to Council, the application for a Containers For Change refund point in Corrigin. The application is made to WA Return Recycle Renew Ltd (WARRRL), who are the not-for-profit organisation appointed to set-up and run Containers for Change in Western Australia.

### BACKGROUND

The Container Deposit Scheme consists of a network of refund points for eligible containers. Towns that have refund points allocated to them are those with 500 or more in population. Corrigin falls into this category. To date there have been no applications made to WARRRL from private enterprise or community organisations within Corrigin.

The Shire of Corrigin has discussed setting up and operating the refund point, has actively been looking for a suitable location for the refund point and engaging with the community to determine their preferences and use of the refund point.

### COMMENT

Shire's Environmental Health Officer has had discussions with WARRRL's Network Operations Manager Mr Cosmin Puia since February, and met with him in Corrigin on Thursday 4<sup>th</sup> June 2020, to show him the town of Corrigin and the potential sites we have been looking at to locate the refund point facility.

While the Shire is still determining the most suitable location for the refund point, and what exactly the refund point will look like, it is important that Council endorse the application for the refund point. The application can be viewed as Attachment 8.2.6.

Endorsement of the application and submission of the application to WARRRL means that the scheme co-ordinator can approve the establishment of the refund point in Corrigin and prepare an agreement between the Shire and WARRRL. This agreement can then be signed by the Shire CEO and President, and the WARRRL executives.

Initially the application for the refund point will show the location of the point at the Corrigin Waste Management Facility for the purposes of speeding up the process, and when Council finally determines the most suitable location that has both community and Council support, the location can be changed by way of a variation to the agreement if the preferred site is not at the Waste Management Facility.

**STATUTORY ENVIRONMENT**

*Waste Avoidance and Resource Recovery Act 2007 (WA)*

**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: Environment**

**SCP Outcome 2.1 A natural environment for the benefit and enjoyment of current and future generations**

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1.2	Provide effective and efficient waste management services	2.1.2.3	Provide an effective and efficient recycling service, including the collection of glass and cardboard

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council endorses the Application to WA Return Recycle Renew Ltd, for a flexible refund point in corrigin operated by the Shire of Corrigin.*

## 8.2.7 DEVELOPMENT APPLICATION – PROPOSED COVER STRUCTURE ON LOT 23390 RIGBY ROAD, BULYEE

Applicant:	Mrs Amy Lee
Landowners:	Mr Ivan Lee, Ms Helen Lee & Mr Steven Lee
Location:	Lot 23390 Rigby Road, Bulyee (Note no street address number assigned)
Date:	9 June 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 06-2020
Attachment Reference:	Attachment 8.2.7 – Full Copy of Development Application Submitted

### SUMMARY

This report recommends that Council grant conditional approval to a development application received from Mrs Amy Lee on behalf of Mr Ivan Lee, Ms Helen Lee & Mr Steven Lee (Landowners) to erect a 240m<sup>2</sup> cover structure over the top of two (2) existing approved workers accommodation buildings on Lot 23390 Rigby Road, Bulyee.

### BACKGROUND

In October 2019 Council granted conditional development approval for the placement and use of two (2) refurbished transportable buildings on Lot 23390 Rigby Road, Bulyee for farm worker accommodation purposes including a number of associated improvements (i.e. on-site parking bays for workers' vehicles and a new effluent disposal system comprising septic tanks and leach drains).

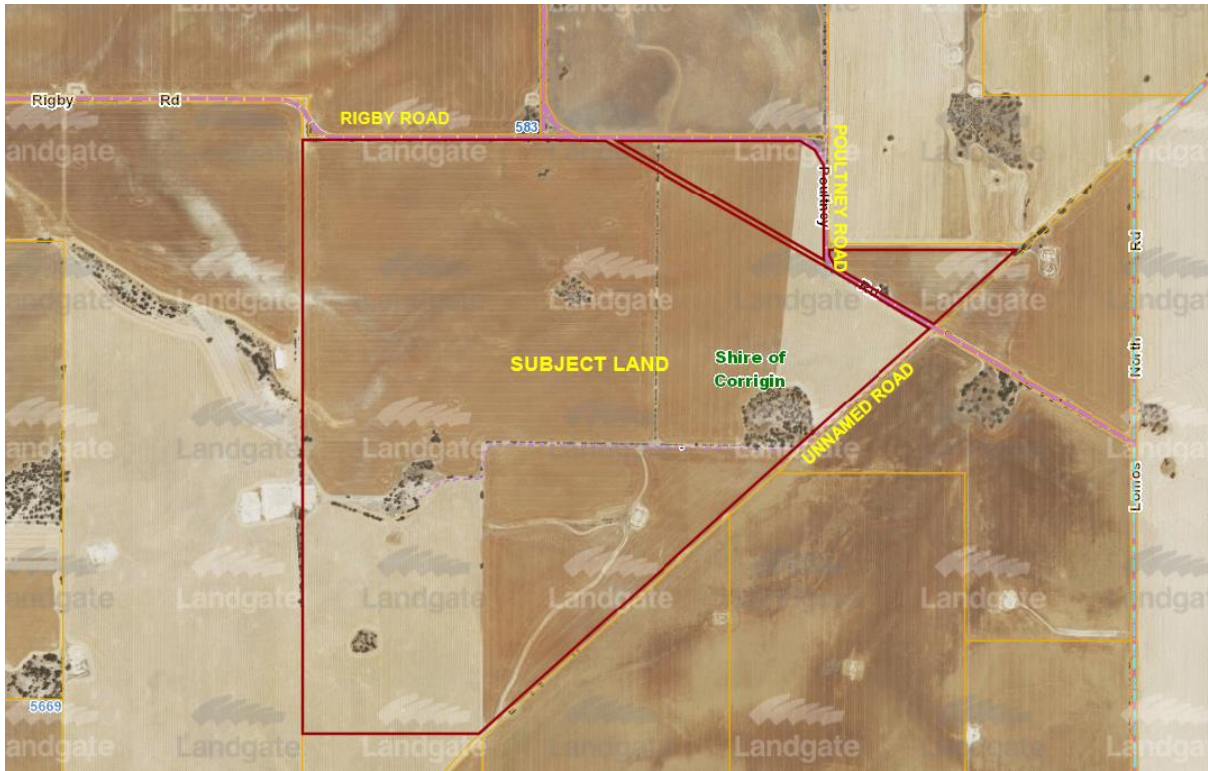
The applicant has submitted a further development application requesting Council's approval to erect a 16 metre long, 15 metre wide and 4.8 metre high steel framed and zincalume clad structure over the top of the existing approved accommodation buildings to shade them from the elements and help improve their overall level of amenity and comfort for the benefit of occupants (i.e. farm workers).

Full details of the application are provided in Attachment 8.2.7.

Lot 23390 is located approximately 29.5 kilometres west of the Corrigin townsite in the locality of Bulyee. The subject land is an irregular shaped lot comprising a total area of approximately 351.34 hectares and has direct frontage and access to Rigby Road along its northern boundary, Poultney Road along its north-eastern boundary and unnamed road reserve along its south-eastern boundary, all of which appear to have been constructed to a basic rural standard.

Lot 23390 is gently to moderately sloping from west to east with the natural ground level ranging from approximately 320 metres AHD in its south-western corner to 280 metres AHD in its eastern extremities. The land is predominantly cleared of all native vegetation with a few small stands remaining in various locations and has been extensively developed and used for broadacre agricultural purposes (i.e. cropping and grazing) for many years.

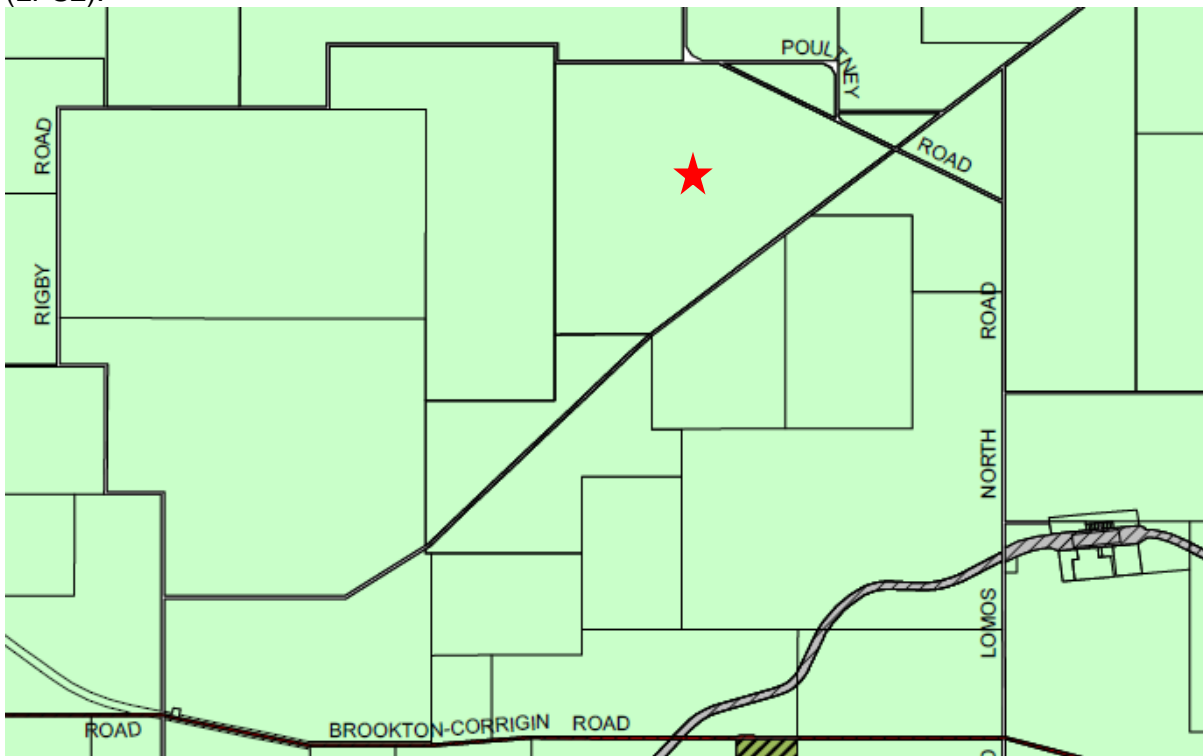
Existing adjoining and other nearby land uses are also rural in nature comprising broadacre agricultural activities on larger sized lots.



Location & Lot Configuration Plan (Source: Landgate)

**COMMENT**

Lot 23390 is classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).



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

In considering the development application previously submitted in 2019 Council determined that the placement and use of two (2) refurbished transportable buildings on the subject land

for farm worker accommodation purposes, including the various associated improvements, is consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of Corrigin Local Planning Scheme No.2 and may therefore be permitted in the zone. It was on this basis that the original application was conditionally approved.

Having regard for Council's previous determination in October 2019, it is reasonable to conclude the proposal contained in this latest development application is also consistent with the objectives of the land's current 'Rural' zoning classification in the Shire of Corrigin Local Planning Scheme No.2 and may therefore be permitted.

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 capability and land use compatibility;
- Minimum required lot size;
- Lot boundary setbacks;
- Building height and privacy;
- Preservation of the rural character and amenity;
- Preservation of natural environmental features, drainage patterns and catchments;
- Vehicle access and parking;
- Essential services; and
- Bushfire, flood risk and stormwater drainage management.

In light of the above findings it is concluded the latest proposal for Lot 23390 is acceptable and 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**

- State Planning Policy 2.5 – Rural Planning

#### **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 landowner.

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

The proposal for Lot 23390 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 **APPROVE** the development application submitted by Mrs Amy Lee on behalf of Mr Ivan Lee, Ms Helen Lee & Mr Steven Lee (Landowners) to erect a 240m<sup>2</sup> cover structure over the top of two (2) existing approved workers accommodation buildings on Lot 23390 Rigby Road, Bulyee 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. 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. All stormwater drainage generated by the proposed cover structure shall be contained and managed on-site to the specifications and satisfaction of the Shire's Chief Executive Officer.

#### 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 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 cover 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. 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.
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/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.*

## 8.2.8 DEVELOPMENT APPLICATION – PROPOSED HOME OCCUPATION (FOOD PRODUCTION)

Applicant:	Ms Rebecca Wright
Landowner:	As above
Location:	Lot 2 (No.7) Kirkwood Street, Corrigin
Date:	10 June 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 05-2020
Attachment Reference:	Attachment 8.2.8 – Full Copy of Development Application Submitted

### SUMMARY

This report recommends that Council grant conditional approval to a development application received from Ms Rebecca Wright to establish and operate a home occupation on Lot 2 (No.7) Kirkwood Street, Corrigin.

### BACKGROUND

The applicant has submitted a development application seeking Council's approval to establish and operate a home occupation on Lot 2 (No.7) Kirkwood Street, Corrigin.

Under the terms of the application specialist food products will be prepared within the existing dwelling on the land by the applicant in her capacity as the landowner/occupant. All food produced will then be sold on a commercial basis to local community members, cafes, restaurants, shops and market operators. The business will operate up to two (2) days a week with all food produced to be delivered directly to customers (i.e. there will be no visitation by customers).

Full details of the application are provided in Attachment 8.2.8.

Lot 2 is located centrally in the Corrigin townsite in a designated low density residential precinct. The land comprises a total area of approximately 746m<sup>2</sup> and contains an older style single detached dwelling in good habitable condition. All practical access to the property is available along its frontage to Kirkwood Street located immediately west which is a sealed and drained local road under the care, control and management of the Shire.

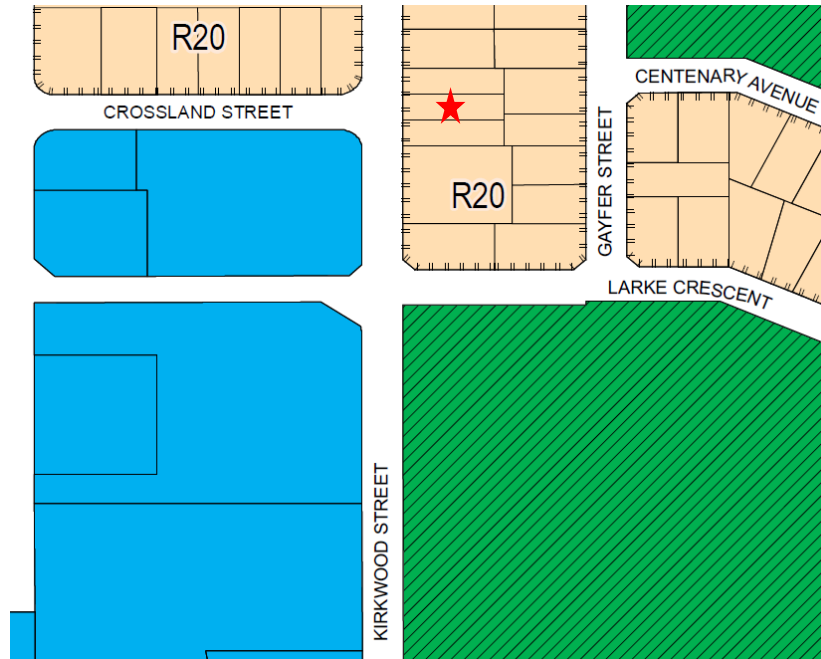


*Location & Lot Configuration Plan (Source: Landgate)*

Existing surrounding land uses are predominantly residential in nature comprising single houses on standard sized lots. The property is also located immediately opposite parkland which has been extensively developed and used for passive recreational purposes.

**COMMENT**

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



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

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

- i) That the zone be predominantly residential in use;
- ii) That any non-residential uses permitted under the provisions of the Scheme shall be of service to, compatible in character with and of a scale and operation which is not detrimental to the predominant residential use;
- iii) That any non-residential use which the local government may at its discretion permit in the Residential zone, shall not detract from the amenity of the area or adversely affect the lifestyle expected in a predominantly residential environment; and
- iv) That all residential development within the zone shall be of a standard that does not adversely affect the overall amenity of other residential development in the zone.

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 'Residential' 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 preliminary 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 'Residential' 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

#### **POLICY IMPLICATIONS**

Nil

#### **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 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

## **OFFICER'S RECOMMENDATION**

*That Council **APPROVE** the development application submitted by Ms Rebecca Wright to establish and operate a home occupation on Lot 2 (No.7) Kirkwood Street, Corrigin for food production purposes subject to the following conditions and advice notes:*

### Conditions

5. *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.*
6. *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.*
7. *The proposed development shall be substantially commenced within a period of one (1) year 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.*
8. *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.*
9. *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>.*
10. *The proposed use must be contained within the kitchen of the existing dwelling on the land and shall not employ any person who is not a member of the applicant's household.*
11. *All food produced on the land shall be delivered to customers. No customers are permitted to attend the premises to collect food orders.*
12. *The retail sale, display or hire of any goods from the land is not permitted.*
13. *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.*
14. *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

8. *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.*

9. *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.*
10. *The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Health Act 1911 and Shire of Corrigin Health Local Law 2014 as applicable.*
11. *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.*
12. *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).*
13. *The noise generated by any activities on-site shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
14. *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.*
15. *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.*

## 8.2.9 AUDIT AND RISK MANAGEMENT COMMITTEE - RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.9.1 – Corrigin Risk Management Framework Attachment 8.2.9.2 – Risk Management Policy Review

### SUMMARY

This report seeks the endorsement of the revised Risk Management Framework – Policy update and Procedures document.

### BACKGROUND

Council has previously adopted a Risk Management Framework with a combined Policy and Procedure document that outlined the Shire's commitment and objectives regarding managing risk that may impact the Shire's strategies, goals or objectives.

The Risk Management Framework – Policy and Procedure document was initially prepared with assistance from LGIS as part of the overall Risk Management Governance Framework. It requires regular reviewing to ensure it is appropriate to the current organisational structure and legislative requirements.

The procedure assists in the appropriate governance of risk management within the Shire by providing:

1. transparency of decision making;
2. clear identification of the roles and responsibilities of the risk management functions; and
3. an effective governance structure to support the Risk Framework.

### COMMENT

Adoption of this revised policy will assist in compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

### STATUTORY ENVIRONMENT

*Local Government (Audit) Regulations 1996*.

s17 CEO to review certain systems and procedures

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



**POLICY IMPLICATIONS**

3.1 Risk Management Policy – update required

**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**

Simple Majority

**COMMITTEE AND OFFICER'S RECOMMENDATION**

*That Council endorse the updated Risk Management Framework and update to Policy 3.1 – Risk Management Policy.*

## **8.2.10 AUDIT AND RISK MANAGEMENT COMMITTEE - INTERIM AUDIT 2019-20 FINDINGS AND MANAGEMENT COMMENT**

Applicant:	Shire of Corrigin
Date:	28/05/2020
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0210
Attachment Ref:	Attachment 8.2.10 - Interim Audit Management Letter

### **SUMMARY**

Audit and Risk Management Committee is to consider the feedback from the interim audit conducted by Moore Stephens between 23<sup>rd</sup> and 25<sup>th</sup> March 2020.

### **BACKGROUND**

Moore Stephens conducted the interim audit on behalf of the Office of the Auditor General from 23 to 25 March 2020 entirely offsite due to the COVID-19 pandemic. The Shire of Corrigin administration staff responded to numerous requests for information during this period.

The auditors provided feedback on findings from the interim audit that will require attention prior to the final audit in October 2020 including:

1. Revenue not recognised in accordance with accounting standards
2. Operating leases not recognised in accordance with accounting standards
3. Asset useful lives not reviewed on an annual basis
4. No signed employee agreement

### **COMMENT**

Item 2 has been calculated and sent to the auditors for clarification of immateriality. Item 4 has been addressed already. Items 1 will be addressed as part of the end of financial year processes and Item 3 will be addressed as part of the budget process. All items will be completed prior to the final audit.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, 7.12A* – Duties of a Local Government in respect to the Audit.

### **POLICY IMPLICATIONS**

3.1 Risk Management 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

Simple Majority

## COMMITTEE AND OFFICER'S RECOMMENDATION

*That Council receive the Interim Audit findings from Moore Stephens and notes the areas that have been addressed and issues to be completed prior to the final audit.*

## 8.3 WORKS AND SERVICES

### 8.3.1 CHANGE OF SPEED LIMIT SIGNS -BROOKTON HIGHWAY BRUCE ROCK ROAD

Applicant:	Shire of Corrigin
Date:	9/06/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0010
Attachment Ref:	NIL

#### SUMMARY

Council is requested to consider the roads submitted to Main Roads for assessment to determine if suitable to amend the Restricted Access Vehicle Network (RAV).

#### BACKGROUND

Councillors, community members and rate payers have raised concerns about the safety of the intersection of Brookton Highway (Kunjin Street) and Bruce Rock Road on the eastern boundary of the Corrigin townsite.

According to 2018/19 Main Roads WA traffic count data an average of 572 vehicles per day travel on the Kulin Kondinin Road with 67% cars and 33% trucks and an average of 192 vehicles per day on Bruce Rock Road with 65% cars and 35% trucks.

Numerous requests have been made to reduce the speed limits on the approach to town due to the high volume of trucks travelling through Corrigin. Local road users have suggested that the 60km zone be extended on the approach to Corrigin from Kondinin by replacing the 90km sign on the town side of the creek near Bendering Road with a 60km sign or changing the location of the sign.

This would mean that traffic approaching the Corrigin Bruce Rock Road intersection from Kondinin would be travelling at a speed of 60kmph which would be safer for cars and slow moving trucks pulling onto the highway from the Bruce Rock direction.

The 90km sign near the entry statement on the approach to town from Kondinin would also need to be changed to 60km or moved.

The reverse of these signs could remain at 90km for traffic leaving town towards Kondinin.



Location of 90km signs on approach to Corrigin

*Entry to Corrigin from Bruce Rock Road*



*Exit from Corrigin on Brookton Highway towards Kondinin*





*Entry to Corrigin from Kulin Kondinin Road*



**COMMENT**

The CEO and Manager of Works have raised the issue with Main Roads WA and requested a site visit to determine the best location for the revised speed signs.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*  
*Road Traffic Act 1974*  
*Road Traffic Code 2000*

**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: Economic**

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

***Outcome 1.1 A well planned and connected transport and communications network within the district***

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.1.1 Develop and implement road asset management plans		1.1.1.1	Develop a road asset management plan including network hierarchy and service levels.
		1.1.1.3	Road asset management plan and footpath management plan to be incorporated in the review and expansion of the Asset Management Plan (AMP)

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council*

*Council request Main Roads WA revise the speed limits signs and location on Brookton Highway and Corrigin Bruce Rock Roads to reduce the speed limit on the approach to Corrigin from Kondinin and Bruce Rock directions.*



## **9 CHIEF EXECUTIVE OFFICER REPORT**

### **COVID-19**

The town has received a real boost from the additional nine COVID-19 staff members who have been assisting the permanent workforce with town site improvements.

The Railway Station and Windmill buildings have received a facelift as well as the gazebo at the Post Office. Several garden beds and parks have been refreshed and the cemetery has been thoroughly raked and tidied up. The new rock walls at the Dog Cemetery and Wildflower Drive Trail are a significant improvement and new signage is expected to arrive soon to complete this project.

A breakfast was held this week to thank the shire staff for their ongoing efforts and excellent work over the past few months in challenging COVID-19 times. The significant amount of work performed by the outside crew in finishing a very busy construction program was acknowledged by the CEO and Shire President. The hard work of the administration staff was also recognised along with the additional COVID-19 staff.

The Environmental Health Officer has been assisting local sporting clubs and groups as well as hospitality and tourism businesses to complete COVID-19 Safety Plans so that they can recommence their usual activities.

Community and recreation buildings, the pool and playgrounds have re-opened following advice from the Department of Health and government.

### **Town Hall**

Contractors commenced work on the repairs to the Town Hall ceiling this month and are expected to be completed by mid August.

### **Caravan Park**

Quotes for upgrading the Ablution and Amenities Building at the caravan park have been received from four companies. These quotes will be evaluated and it is expected that work will commence within the next few months.

### **Aged Housing**

Tenders were recently advertised for two new aged housing units in Goyder Street and strong interest has been shown in this project with several companies completing a site visit.

**10 PRESIDENT'S REPORT**

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

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

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

Ordinary Council meeting on Tuesday 21 July 2020 at 3.00pm.

**16 MEETING CLOSURE**