

SHIRE OF



# MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 18 August 2020



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

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## 1 DECLARATION OF OPENING

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.05pm

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President

Cr. D L Hickey

Deputy Shire President

Cr. M A Weguelin

Cr. J A Mason

Cr. M B Dickinson

Cr. S L Jacobs

Cr. S C Coppen

Cr. F R Gilmore

Chief Executive Officer

N A Manton

Deputy Chief Executive Officer

K A Caley

Executive Support Officer

K L Biglin

Governance Projects Officer

H Talbot

Corrigin Hockey Club

S Baker

Corrigin Hockey Club

N Connelly

### APOLOGIES

NIL

### LEAVE OF ABSENCE

Cr Weguelin and Cr Mason requested leave of absence for the September Council Meeting.

### COUNCIL RESOLUTION

**(123/2020) Moved: Cr Coppen                      Seconded: Cr Gilmore**

*That Cr Weguelin and Cr Mason be granted a leave of absence for the September Council Meeting.*

**Carried 7/0**

## 3 PUBLIC QUESTION TIME

NIL

## 4 MEMORIALS

The Shire has been advised that Gordon Bristow and Brian Beresford have passed away since the last meeting.

## 5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

N Connelly and S Baker attended the Council meeting and provided background information in support of the Corrigin Hockey Club's request for lights to be installed on the hockey oval and Community Sport and Recreation Facilities Fund (CSRFF) application.

## **6 DECLARATIONS OF INTEREST**

Councillor S Jacobs declared a Proximity Interest in item 8.3.3.

Chief Executive Officer N Manton declared a Proximity Interest in item 8.3.3.

Governance Project Officer H Talbot declared an Impartiality Interest in item 8.2.3.

Councillor S Coppen declared an Impartiality Interest in item 8.2.3.

Councillor M Weguelin declared a Proximity Interest in item 8.2.6.

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

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

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

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 21 July 2020 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

**(124/2020) Moved: Cr Mason      Seconded: Cr Jacobs**

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

**Carried 7/0**

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

#### **7.2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held Monday 10 August 2020 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

**(125/2020) Moved: Cr Dickinson      Seconded: Cr Mason**

*That the Minutes of the Shire of Corrigin Local Emergency Management Committee Meeting held Monday 10 August 2020 (Attachment 7.2.1) be confirmed as a true and correct record.*

**Carried 7/0**

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

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee meeting held Monday 10 August 2020 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

**(126/2020) Moved: Cr Gilmore      Seconded: Cr Mason**

*That the Minutes of the Shire of Corrigin Edna Stevenson Trust Committee meeting held Monday 10 August 2020 (Attachment 7.2.2) be confirmed as a true and correct record.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(127/2020) Moved: Cr Gilmore      Seconded: Cr Jacobs**

*That Council consider Item 8.2.3 Oval Lighting CSRFF Application of the printed Agenda as the next item.*

**Carried 7/0**

**8.2.3 OVAL LIGHTING CSRFF APPLICATION**

Applicant:	Shire of Corrigin
Date:	6/08/2020
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	GS.0018
Attachment Ref:	Nil

**SUMMARY**

As part of the grant process for the Department of Local Government, Sport and Cultural Industries, Council is required to endorse the current round of applications to the Community Sporting and Recreation Facilities Fund (CSRFF) annual grants program.

**BACKGROUND**

As Council is aware money had been put aside in the 2020-21 budget for the upgrade of the main oval lighting to LED lighting to bring the standard of lighting back up to an appropriate standard for football, hockey and cricket training.

As there is a current round of CSRFF funding open at present the staff have taken the opportunity to see if funding of one third could be accessed which would allow for the upgrade on the main oval and the possible installation of lights to the hockey oval without further funding required in the budget.

The existing lights are no longer providing adequate light coverage across the whole playing surface and are continually blowing globes. Currently the existing lights are not producing enough light for small ball sports to train safely. LED lights will provide superior lighting and a reduction in maintenance costs.

The original light towers were installed by the Shire, community committee (members of the Football, Hockey and Netball clubs utilising the Rockview cropping land to raise funds for lights, reticulation and netball shed) and CSRFF funding in late 2000.

There are differing standards of lighting requirements for each three sports that are the main users of the oval as provided by guidance from the Department of Local Government, Sport and Cultural Industries.

Football:	Recreation/amateur training	50 Lux
	Club competition and match practice, Training for semi-professional (WAFL)	100 Lux
Hockey:	Training, junior and minor grade competition	250Lux
Cricket oval:	Match practice – pitch/outfield	300/200Lux

A lighting design has been completed with an average of 168.6 Lux to the main oval with the possibility of achieving a greater lux on final design and 250 Lux to the hockey oval.

## COMMENT

A grant application has been completed on the basis of two scenarios:

1. Full lighting on both the main oval and hockey oval the total cost is below.

\$396,838.06 plus contingency of 3% = \$408,743

At present that would be possibly funded:

(CSRFF funding from Sport and Rec) \$136,248

(Council funds) \$220,000

To be confirmed (possible from Hockey Club for new asset including \$10,000

Grass Roots funding)

\$52,495

2. Upgrade to LED lights on the existing main oval poles. Then to install two of the Hockey lights for training purposes. The pricing for this scenario is:

\$295,792.39 plus contingency of 3% = \$304,666

At present that would be possibly funded:

(CSRFF funding from Sport and Rec) \$101,555

(Council funds) \$193,111

To be confirmed (possible from Hockey Club for new asset Grass Roots funding)

\$10,000

A contribution has been requested from the Corrigin Hockey Club as this is a new asset which the club has requested as currently the existing lighting and new lighting will not be considered adequate for training requirements. No request has been made to other clubs as the existing lights to LED is an upgrade of an existing asset and therefore the users have not been approached for a contribution.

Council is required to endorse all CSRFF funding applications and prioritise if more than one. In this instance no other applications were received from the community.

It is recommended that Council support the CSRFF application with Option Two being the preferred option.

## STATUTORY ENVIRONMENT

NIL

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

Budgeted Expenditure in 2020-21 budget is \$220,000 with no allowance for grant funding. If successful with funding applications a variation will need to be made in the budget review.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Social Development**

**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.
3.1.2	Continue to provide infrastructure to support social wellbeing of the community	3.1.2.1	Provide well serviced and maintained infrastructure that can be utilised by the community for the provision of social and wellbeing activities in accordance with asset management plan.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council supports the application by the Shire, as its first priority, to the Department of Local Government, Sport and Cultural Industries – Community Sporting and Recreation Facilities Fund for installation of LED lights on the Corrigin main oval to upgrade existing lights and the installation of two new lighting towers at the Corrigin Hockey oval for training purposes.*

**COUNCIL RESOLUTION**

**(128/2020) Moved: Cr Dickinson Seconded: Cr Weguelin**

1. *That Council supports the application by the Shire, as its first priority, to the Department of Local Government, Sport and Cultural Industries – Community Sporting and Recreation Facilities Fund for installation of LED lights on the Corrigin main oval to upgrade existing lights and the installation of six new lighting towers at the Corrigin Hockey oval for training purposes*
2. *The Corrigin Hockey Club contribute a third of the project cost up to \$52,495.00 based on the quoted price of \$408,743.00.*

**Carried 7/0**

**Resolution differs from officer’s recommendation as Council elected to support option one to upgrade to full lighting on both the main oval and the hockey oval.**

H Talbot, N Connelly and S Baker left the room at 3.52pm.

## 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:	4/08/2020
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

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

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 19	SALES	MTHLY	FROM JULY 19
Internet Use / Computer Use	8	96	Movie Club Fees	0	77
Photocopying / Printing / Faxing	16	293	Phonebook Sales	34	90
Laminating / Binding / Folding	6	54	Moments In Time Books	0	3
Sec. Services / Scans / CD Burning	8	78	Book Sales	0	2
Room Hire	1	72	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	1	22	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	10	35	Phone calls	0	0
Resource Centre Membership Fees	0	12	Sale of Assets	0	0
Exam Supervision	0	5			
Total:	50	667	Total:	34	172
<i>Monthly People through:</i>	84				
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 19	SERVICE	MTHLY	FROM JULY 19
Phonebook Enquiries	2	39	Corrigin Toy Library	2	84
Tourism	23	366	Broadband for Seniors / Webinars	7	119
Government Access Point	0	45	General Enquires (Face/Email/Website)	134	1537
Community Information	21	275	Corrigin Public Library	47	731
Conf. / Vid Conf. / Training	25	1040	Corrigin Library eResources	46	1007
University Exams	0	8			
Total:	71	1773	Total:	236	3478
<i>Monthly People through:</i>	307				

**TOTAL FOR THE MONTH OF JULY: 391**



COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JULY 2020			
DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	7	Video Conference Room	Commercial
Movie Club	4	Conference Room	N/A
Giggle Pots (State Library STEM Activity)	14	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	424	5740
2020-21	391												

\*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**

**(129/2020) Moved: Cr Gilmore**

**Seconded: Cr Jacobs**

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

**Carried 7/0**

## 8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	5/08/2020
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 – July 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 July 2020 are provided as Attachment 8.1.2 – Accounts for Payment - July 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$33,977.30.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15243 - 15282, 15285 - 15321	\$348,698.88	
	Cheque	020524 - 020530	\$32,509.97	
	Direct Debit	July 2020	\$43,930.65	
	Payroll	July 2020	\$169,267.72	<b>\$594,407.22</b>
Trust	EFT	15283 - 15284	\$40.40	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$40.40</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	July 2020	\$47,196.95	<b>\$47,196.95</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of July 2020</b>				<b>\$641,644.57</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 – July 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	EFT15242	EFT15243
Municipal	Cheque	020523	020524
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

Please note that the above does not include payments made via Direct Debit 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**

**(130/2020) Moved: Cr Coppen      Seconded: Cr Mason**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$641,644.57 have been made during the month of July 2020.*

**Carried 7/0**

### 8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	10/08/2020
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 May 2020 to 29 June 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**

**(131/2020) Moved: Cr Mason      Seconded: Cr Dickinson**

*That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 29 May 2020 to 29 June 2020 for \$1,409.47.*

**Carried 7/0**

## 8.1.4 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	11/08/2020
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 June 2020

### SUMMARY

This report provides Council with the monthly financial report for the month ending 30 June 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

Staff have been busy completing end of financial year adjustments in preparation for the Annual Financial report and audit, finalising the 2020/2021 budget which was adopted at the July meeting and raising the 20/21 rates.

Council ended the year with a surplus of \$1.5m which puts 2020/2021 in a good starting position. The surplus is mainly due to some projects being late to start and carried over to the new financial year and through conservative spending by staff.

Rates outstanding closed higher than the previous financial year however the collection rate was 94.91% which is the same as the previous year.

Further information on the June 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 Budgets.

## 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

**(132/2020) Moved: Cr Mason      Seconded: Cr Gilmore**

*That Council accept the Statement of Financial Activity for the month ending 30 June 2020 included as Attachment 8.1.4 as presented, along with notes of any material variances.*

**Carried 7/0**



## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 LEMC COMMITTEE RECOMMENDATIONS – JOINT COMMUNITY EMERGENCY SERVICES MANAGER

Applicant:	Local Emergency Management Committee
Date:	11/08/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	NIL

#### SUMMARY

Council is requested to endorse the Local Emergency Management Committee (LEMC) resolution regarding the proposed Memorandum of Understanding for the engagement of a joint Community Emergency Services Manager (CESM) with the Shires of Brookton and Pingelly.

#### BACKGROUND

The Shire of Brookton recently approached the Shires of Corrigin and Pingelly regarding a joint CESM and the concept was generally seen as beneficial to the future emergency management in the shires. The Shire of Corrigin staff together with the LEMC, Bush Fire Brigades and Volunteer Fire and Rescue have found the emergency management and compliance requirements have increased in recent years and there are many areas where further support and assistance is required.

The Shire of Brookton successfully lobbied the Department of Fire and Emergency Services (DFES) Commissioner and Deputy Commission and an offer has been made to fund a CESM position based on a 60/40 arrangement. This opportunity requires the Shires of Brookton, Corrigin and Pingelly to agree to participate in a three year Memorandum of Understanding (MOU) agreement for the CESM position. The Shire of Brookton is willing to host the position and cover the administration costs, which will compliment to the Bushfire Risk Planning Co-ordinator position already hosted by the Shire of Brookton.

All three local governments are keen to see the MOU prepared for signing in order to progress recruitment of the CESM position in advance of the coming bush fire season.

A CESM would be able to assist with the following tasks:

- Bushfire Risk Management Plan (BRMP) developed and endorsed for Shire as per Westplan Fire.
- Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land and Unmanaged Reserves within town boundaries for the Shire.
- Practices for bushfire management on local government lands in the Shire.
- Administration of relevant Statutes, Regulations, Policies and Local Laws.
- Support community engagement and awareness programs as identified in Shire BRMP or as developed for the Shire.
- Land Use Planning.
- Emergency Services Strategic Planning.
- Volunteer Bush Fire Brigade Training Coordination.
- Local Govt Grants Operation and Capital grants managed for SES (where required) and BFS.
- Administration of State Emergency Service (SES).
- Relocation/Welfare Centres in the Shire maintained to support the community in times of need.
- Emergency Coordination Centres within Shire in a state of readiness.
- Support key bushfire meetings and committees.

- Emergency water supplies owned by Shire maintained.
- Emergency Services exercised annually as per Local Emergency Management Arrangements.
- Local Emergency Management Committee attendance and representation as CESM.
- Local Government Incident Management Capacity/Capability.
- Emergency Services Forums.
- Respond to emergency incidents that impact on communities, infrastructure and assets in the Shire.
- Local Government representative on Incident Support Group.
- Respond to incidents in neighbouring Shire when requested by Regional Duty Coordinator
- Suspicious and deliberately lit fires.
- Appropriate support and counselling available to Shire volunteers and staff as required following incidents.
- Provide support to the Shire Recovery coordinator or recovery team when established.
- Special Projects.

### **COMMENT**

The Roe Regional Organisation of Councils have discussed the possibility of engaging the services of a CESM for some time now however there are challenges due to the different DFES regions.

The matter was also discussed at the debrief meeting following the fire on the Brookton Highway. The Shire of Quairading CESM provided assistance during this incident and the benefits of the additional support were evident.

The proposed arrangement is for the CESM to provide support to the Shire of Corrigin for three days per fortnight.

### **STATUTORY ENVIRONMENT**

*Local Emergency Management Act 2005*

*s.39 Local Emergency Management Committees*

### **POLICY IMPLICATIONS**

9.3 Bushfire Control

### **FINANCIAL IMPLICATIONS**

The financial contribution to the joint CESM position is expected to be approximately \$15,000 per annum and this amount has been included in the Shire of Corrigin 2020/21 budget.

The Shire of Brookton will provide primary office accommodation and employee administration support.

## 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

### COUNCIL RESOLUTION

**(133/2020) Moved: Cr Coppen      Seconded: Cr Jacobs**

*That Council:*

- 1. Support the establishment of a joint Community Emergency Service Manager (CESM) position with the Shires of Brookton and Pingelly and agree to a Memorandum of Understanding for a period of three years to August 2023 in order to progress the recruitment of the CESM position in advance of the coming bush fire season.*
- 2. Authorise the Chief Executive Officer to execute the document on behalf of the Shire of Corrigin subject to any minor variations.*

**Carried by Absolute Majority 7/0**

## 8.2.2 COMMUNITY ENGAGEMENT POLICY

Applicant:	Shire of Corrigin
Date:	11/08/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	

### SUMMARY

Council is requested to endorse the Shire of Corrigin Community Engagement Policy following the period of public comment.

### BACKGROUND

Council endorsed the Draft Community Engagement Policy at the Ordinary Council meeting on 15 October 2019. The call for public submissions was advertised in July 2020 in the Windmill Newspaper, Shire of Corrigin newsletter, website and on social media following a delay during the Christmas and New Year period and again during the COVID-19 restrictions.

The Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) in 2010 as a part of the State Government's Local Government Reform Program. In 2018, the Department of Local Government, Sport and Cultural Industries (DLGSCI) gave the following overview of the IPR:

*Integrated planning and reporting gives local governments a framework for establishing local priorities and to link this information to operational functions. Three major parties are involved in the development of an integrated plan: the local government administration, the Council and the community. Each party has a unique role and responsibilities for effective and sustainable integrated planning and reporting, with the Local Government (Administration) Regulations 1996 requiring each local government to adopt a Strategic Community Plan and a Corporate Business Plan.*

#### *The Framework:*

- *Recognises that planning for a local government is holistic in nature and driven by the community*
- *Builds organisational and resource capability to meet community need*
- *Optimises success by understanding the integration and interdependencies between the components, and*
- *Emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.*

#### *The Framework and Guidelines provide a process to:*

- *Ensure community input is explicitly and reliably generated*
- *Provide the capacity for location-specific planning where appropriate*
- *Update long term objectives with these inputs*
- *Identify the resourcing required to deliver long-term objectives, and*
- *Clearly convey long term financial implications and strategies"*

The 2016 Integrated Planning and Reporting Framework and Guidelines set out that:

*Community engagement plays a pivotal roles in the IPR Framework. If the local government has an existing engagement plan, it is expected that this will be applied in preparing for their IPR engagement process. Otherwise, it is expected that local governments will prepare a community engagement plan specifically for their IPR.*

The Department of Local Government defines community engagement as:

*The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to provide input that enhances decision making processes on issues that may impact on their well-being or interests. It can be used as a key method for local government to navigate community priorities. It encompasses the way in which local government inform, consult, engage and empower activity by the community.*

The Community Engagement Policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Corrigin when communicating and seeking feedback from community members. The Policy is underpinned by some key principles set out in the Shire's Community Strategic Plan 2017-2027. These principles will help in achieving the Shire's mission of providing leadership, direction and opportunities for the community involvement including:

- Respecting the points of view of individuals and groups;
- Building on existing community involvement; and
- Encouraging community leadership.

The draft policy was influenced by the core values of the International Association of Public Participation (IAP2) Public Participation Spectrum to be used in the development and implementation of public participation processes. The purpose of these core values is to help make better decisions which reflect the interests and concerns of potentially affected people and entities.

These IAP2 core values of community engagement include an understanding that:

1. People who are affected by a decision have a right to be involved in the decision-making process.
2. The public's contribution will influence the decision.
3. Sustainable decisions recognise and communicate the needs and interests of all participants, including decision makers.
4. Community engagement seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Input from participants is sought in designing how they participate.
6. Information is provided on how they need to participate in a meaningful way.

The policy will assist the Shire of Corrigin to make informed decisions which reflect the interests and concerns of people in our community and those impacted by those decisions.

## **COMMENT**

Local governments are required to engage with their community when creating the ten year Strategic Community Plan. The community must also be consulted on such matters as local laws, differential rates, planning and other matters and aspirations that are relevant to the diverse needs of individuals within a community.

Local government is also bound by the numerous provisions of legislation which provides maximum forms of engagement and advertising requirements.

Two written submissions were received in response the request for public comment along with one verbal comment on the policy.

One of the written submissions offered comment on how the IAP2 core values of community engagement could be achieved and identified areas where previous community engagement could be improved rather than commenting on the actual Shire of Corrigin Community Engagement Policy.

The other submission broadly supported the development of a Community Engagement Policy and also provided examples of how the Shire of Corrigin could improve its engagement with the community on specific issues.

It is recommended that Council endorse the Community Engagement Policy which provides Council and staff with guidance and clarification of the expectations when communicating and consulting with the community and stakeholders prior to making important decisions that will impact them.

**STATUTORY ENVIRONMENT**

*Integrated Planning and Reporting guidelines*

**POLICY IMPLICATIONS**

Draft Community Engagement Policy

**FINANCIAL IMPLICATIONS**

Council will be required to consider the potential costs of encouraging and supporting a broader range of community engagement activities, methods and techniques as part of its annual budget process. Examples of engagement methods the Shire may use are outlined in a matrix within the Draft Community Engagement Policy. Delivery of community engagement beyond legally required levels will depend on the decisions to be made (or project or service to be delivered), the community’s interest to participate, the need for Council to understand the community’s view, and the opportunity for the community to influence the decisions.

Social media and advances generally in technology have made it easier and more cost-effective for governments to engage with their communities.

The engagement activities will need to be suited to the local community; the issue or topic, and within the resources of the local government to undertake. The Shire of Corrigin will endeavour to use low cost, creativity and innovative techniques to entice the community to participate.

**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.
		4.1.1.3	Develop and implement a community engagement strategy including community surveys, community reference groups and council representation on strategic community groups.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(134/2020) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

*That Council endorse the Community Engagement Policy following the period of public comment.*

**Carried 7/0**



## **Shire of Corrigin Community Engagement Policy 2020**

### **Policy Scope**

This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Corrigin when engaging communities and stakeholders.

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by Council.

### **Policy Statement**

#### **1. Purpose**

The Shire of Corrigin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

## **2. Principles**

The Shire of Corrigin's approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement. From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage. Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process. We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible. We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation. We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging. The Shire of Corrigin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication. We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is on our website and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making. We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We also share the results of engagement through our website and other mechanisms as appropriate. We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.



### **3. Approach**

#### **3.1 When We Consult our Community**

The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

#### **3.2 How We Engage**

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Corrigin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire Wide	<p>High Level of impact on all or a large part of the Shire of Corrigin.</p> <p>Any significant impact on attributes that are considered to be of high value to the Shire, such as the natural environment or heritage.</p> <p>Likely high level of interest across the Shire.</p> <p>Potential high impact on state or regional strategies or directions.</p>	<p>Early engagement with community and stakeholders.</p> <p>Involves a broad range of stakeholders and community members.</p> <p>Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so.</p> <p>Updates are provided to interested stakeholders and local community.</p> <p>Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement.</p> <p>Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire’s commitment to continually our engagement practice.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p> <p>Collaborate</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Observer</p> <p>Windmill News</p> <p>Website</p> <p>Email</p> <p>Social Media</p> <p>Focus groups</p> <p>Workshops</p> <p>Working group</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to Face and Pop Ups at events and spaces</p> <p>Feedback and submission forms</p>

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Local	<p>High level of impact on a local area, small community or user group(s) of a specific facility or service.</p> <p>Significant change to any facility or service to the local community.</p> <p>Potential for a high degree of community interest at the local level.</p>	<p>May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options.</p> <p>Comprehensive information is made available to the community to enable informed input.</p> <p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Windmill News</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to Face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submissions forms.</p>

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
<p>Low – Shire wide</p>	<p>Lower levels of impact across the Shire.</p> <p>Level of interest among various communities or stakeholder groups.</p> <p>Potential for some, although not significant, impact on state or regional strategies or directions.</p>	<p>Approach may range from seeking comment on a proposal involving the community and stakeholders in discussion and debate on proposed options.</p> <p>Ensures informed input through making comprehensive information available to the community.</p> <p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Windmill News</p> <p>Website</p> <p>Email</p> <p>Social Media</p> <p>Surveys</p> <p>Online tools on Have your Say</p> <p>Face to Face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</p>

### **3.3 When it is Not Effective or Appropriate to Engage**

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

### **3.4 Statutory Engagement**

In some instances, the Shire of Corrigin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the *Planning and Development Act 2005*, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

### **3.5 Holiday Periods**

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and seven days before and seven days after Easter Sunday.

#### **4. Definitions and Abbreviations**

**Engagement** – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

**Consultation** – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

**Community** – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Bulyee, Bullaring, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Corrigin.

**Stakeholders** – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. a local school or sporting group.

**Engagement tools/methods** – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

**Level of engagement** – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at [www.iap2.org](http://www.iap2.org).

## **8.2.4 DEVELOPMENT APPLICATION – PROPOSED FARM STORAGE SHED ON LOT 13645 (NO.1425) GNERKADILLING ROAD, GORGE ROCK**

Applicant:	Mr Bruce Talbot
Landowner:	Talbot Downs Pty Ltd
Location:	Lot 13645 (No.1425) Gnerkadilling Road, Gorge Rock
Date:	8 August 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural and Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 07-2020
Attachment Reference:	Attachment 8.2.4 – Various Plans

### **SUMMARY**

This report recommends that Council grant conditional approval to a development application received from Mr Bruce Talbot of Talbot Downs Pty Ltd (Landowner) to construct a new 960m<sup>2</sup> farm storage shed on Lot 13645 (No.1425) Gnerkadilling Road, Gorge Rock.

### **BACKGROUND**

The applicant has submitted a development application requesting Council's approval to erect a new 30 metre long, 32 metre wide and 7.8 metre high steel framed and zincalume clad shed on Lot 13645 (No.1425) Gnerkadilling Road, Gorge Rock for the storage of fodder to support the continued use of the land for extensive agricultural purposes (i.e. cropping and grazing). The proposed structure will be erected in the south-eastern portion of the land in close proximity to a number of existing structures and improvements directly associated with the land's current rural use.

A copy of the plans submitted in support of the application are provided in Attachment 8.2.4.

Lot 13645 is located approximately 15.5 kilometres south-east of the Corrigin townsite in the locality of Gorge Rock. The subject land is a rectangular shaped lot comprising a total area of approximately 404.68 hectares and has direct frontage and access to Gnerkadilling Road along its southern boundary and Talbot Road along its eastern side boundary, both of which are local roads under the care, control and management of the Shire that have been constructed to a basic rural standard.

Lot 13645 is gently sloping, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years. The land contains an existing single house, three (3) large storage sheds, numerous rainwater tanks and other associated improvements in its south-eastern corner.

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

### **COMMENT**

Lot 13645 is classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Under the terms of LPS2 the development of any land classified 'Rural' zone for extensive agricultural purposes is listed as being a permitted (i.e. a 'P') use. Notwithstanding this fact, Council's development approval is still required as no express exemption to the requirement to obtain approval for any such use, including any associated construction works, is contained in LPS2 or the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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;
- Lot boundary setbacks;
- Building height;
- Preservation of the rural character and amenity;
- Preservation of natural environmental features, drainage patterns and catchments;
- Vehicle access and parking; and
- Bushfire, flood risk and stormwater drainage management.

In light of the above findings it is concluded the proposal for Lot 13645 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.

### **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**

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 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 13645 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



## COUNCIL RESOLUTION

**(135/2020) Moved: Cr Mason      Seconded: Cr Dickinson**

That Council **APPROVE** the development application submitted by Mr Bruce Talbot of Talbot Downs Pty Ltd (Landowner) to construct a new 960m<sup>2</sup> farm storage shed on Lot 13645 (No.1425) Gnerkadilling Road, Gorge Rock 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.*

### 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 storage shed 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.*

**Carried 7/0**

## 8.2.5 DEVELOPMENT APPLICATION – PROPOSED STORAGE SHED ON LOT 239 (NO.3) WALTON STREET, CORRIGIN

Applicant:	Wheatbelt Steel
Landowner:	Echuca Nominees Pty Ltd
Location:	Lot 239 (No.3) Walton Street, Corrigin
Date:	10 August 2020
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	No interest to disclose
File Number:	PA 03-2020
Attachment Reference:	Attachment 8.2.5 – Application Documents and Plans

The CEO Ms N Manton declared an impartiality interest as a customer of Hutton and Northey

### SUMMARY

This report recommends that Council grant conditional approval to a development application received from Wheatbelt Steel on behalf of Echuca Nominees Pty Ltd (Landowner) to construct and use a new 336m<sup>2</sup> zincalume shed on Lot 239 (No.3) Walton Street, Corrigin for general storage purposes.

### BACKGROUND

The applicant is seeking Council's development approval to construct a proposed new 336m<sup>2</sup> zincalume shed on Lot 239 (No.3) Walton Street, Corrigin for general storage purposes associated with Hutton & Northey's existing agricultural machinery dealership on Lots 6, 7, 8, 50 & 200 (No.5) Walton Street, Corrigin located immediately north on the opposite side of Dartee Street.

It is understood from the information submitted in support of the application that the proposed shed will be used to store new and second-hand machinery being offered for sale by Hutton & Northey, the storage of customer machinery as well as bulk parts and equipment.

Lot 239 is a rectangular shaped lot comprising a total area of approximately 4,022m<sup>2</sup> located in the south-western segment of the Corrigin townsite's designated commercial precinct. The subject land is served by a wide range of essential service infrastructure including power, water, reticulated sewerage and stormwater drainage and has direct frontage and access to Walton and Dartee Streets on its western and northern side boundaries respectively, both of which are sealed and drained local roads under the care, control and management of the Shire of Corrigin. It also has direct frontage to a dedicated public right-of-way along its eastern boundary at the rear which is also controlled by the Shire and has been constructed to a basic gravel standard.

Lot 239 is gently sloping from north to south with the natural ground level ranging from approximately 293.46 metres AHD (i.e. Australian Height Datum) in its northern extremities to approximately 293.14 metres AHD along its southern boundary. The land has been cleared of most native vegetation, with the exception of two (2) large existing trees along its Dartee Street frontage and one (1) small tree along its eastern side boundary. The property is characterised by a large, compacted gravel area throughout which has been used for vehicle access, parking, loading/unloading, open storage and display purposes associated with Hutton & Northey's existing agricultural machinery dealership located immediately north on the opposite side of Dartee Street. It is significant to also note there are currently no approved buildings on the land.

Existing adjoining and other nearby land uses are varied in nature and include commercial,

service commercial and industrial activities as well as public purposes (i.e. passive open space and public parking on Crown reserves controlled and managed by the Shire).



Location and Lot Configuration Plan (Source: Landgate)

Full details of the application, including a covering letter and supporting plans, are provided in Attachment 8.2.5.

**COMMENT**

Lot 239 is classified ‘Commercial’ zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Council’s stated objectives for the development and/or 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.

It should also be noted a portion of the subject land is located within the buffer area associated with the Corrigin townsite's wastewater treatment plant where a key objective is to ensure any future development and use of land located within the buffer is compatible with any existing or future possible development and use of that facility. As the proposed development and use of the land does not involve any sensitive land uses (i.e. residential, offices, shops etc.), the Water Corporation has confirmed there are no issues or concerns regarding its compatibility with the continued operation of the wastewater treatment plant.

Having regard for the nature of the proposed development and use of Lot 239 and its direct relationship with the existing use of No.5 Walton Street by Hutton & Northey for the purposes of an agricultural machinery dealership that involves the sale, servicing, maintenance, repair and storage of farm machinery, the entire business is most appropriately defined and classified as an 'industry' type use. This classification is reinforced by the landowner's intention to only use Lot 239 on an as-needed basis to support the primary business activities at No.5 Walton Street with no people to be employed on the land (i.e. visitation only with no one working on the property or the proposed new storage for any extended period of time). This is also the reason why no bathroom or toilet facilities are proposed to be installed in the new shed as is typically required to satisfy the relevant building and health requirements (i.e. all bathroom or toilet facilities required for employees are already provided and available for use at No.5 Walton Street).

The use class 'industry' is listed in the Zoning Table of LPS2 as being expressly prohibited on any land classified 'Commercial' zone. Notwithstanding this classification, it is understood Council has previously allowed the subject land to be developed and used for general storage and trade display purposes associated with Hutton & Northey's existing business activities at No.5 Walton Street. As such, it is contended the land enjoys what is commonly referred to as a non-confirming use right.

Clause 23(1) in LPS2 expressly states that a person must not erect, alter or extend a building used for, or in conjunction with, a non-confirming use without Council's development approval. Clause 23(2) of LPS also expressly states any development application received for this purpose must be advertised for public comment for a minimum required period of fourteen (14) days before final determination by Council.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS2, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the outcomes from the public advertising process referred to above in which no comments were received. It is concluded from this assessment that the proposal is compliant with the following key requirements:

- Boundary setbacks and building height;
- External finishes and visual amenity including compatibility with local streetscape character;
- Vehicle access and loading/unloading areas;
- Stormwater drainage management;
- Flood mitigation measures given the land's location in a designated flood prone area and previous advice received from the Department of Water and Environmental Regulation

regarding the potential flood risk and final recommended finished floor level for any built form improvements on the land; and

- Bushfire protection and safety.

Notwithstanding the above conclusion Council should note the following key points:

- i) Car Parking - Table 3 in LPS2 does not prescribe any minimum on-site car parking standards for the use class 'industry'. As such the total number of on-site parking bays required to be provided is at the discretion of Council having regard for the future needs and requirements of the proposed development.

Under the terms of the application a total of two (2) on-site parking bays are proposed to be provided in a convenient and accessible location on the land for the benefit of staff employed by the business. Whilst the total number of on-site parking bays to be provided may seem low, it is significant to note a total of fifteen (15) existing parking bays are located immediately adjacent to Hutton & Northey's main business premises immediately north along its Walton Street frontage which are available for use by customers and the travelling public at all times of the day. As such it is contended there will be a sufficient parking available to service the needs of the business in its entirety, including the future proposed development and use of Lot 239 for the intended purpose.

- ii) Landscaping - Table 3 in LPS2 does not prescribe any minimum standard for the total amount of on-site landscaping required to be provided for the use class 'industry'. Despite this fact, clause 31(3)e and Schedule 4 in LPS2 require the provision of:

- a) a landscaping strip with a minimum width of two (2) metres between any on-site car parking areas and adjoining street boundaries; and
- b) landscaping strips with a minimum width of one (1) metre along all side boundaries from a front property boundary to the front wall of any existing or proposed buildings on land (i.e. the front setback area only).

In addition to the above requirements, clause 31(3)c of LPS2 states that one (1) native or locally acceptable tree capable of growing to a height of at least five (5) metres must be planted for every ten (10) square metres of landscaped area.

Under the terms of the site development plan submitted in support of the application no new landscaping is proposed to be provided despite the applicant and landowner being informed of the relevant standards and requirements.

In order to address this issue it is recommended Council impose a condition on any development approval issued requiring the provision of a two (2) metre wide landscaping strip along the land's Walton and Dartee Street frontages, excluding all existing vehicle entry/exit points, to improve the overall visual appearance of the land along its street frontages and ensure it makes a positive contribution to the character and amenity of the local streetscape. This recommendation represents a minor concession to the landscaping requirements prescribed in Schedule 4 of LPS2 but is considered sufficient to satisfy the objectives of the land's current 'Commercial' zoning classification without compromising the ability to develop and use the land for its intended purpose. It is also consistent with the approach taken by Council in its final determination of other development applications received for properties located in the Corrigin townsite's designated commercial precinct.

- iii) Bathroom / Toilet Facilities

As mentioned previously above, the landowner's intention is to only use Lot 239 on an as-needed basis to support the primary business activities at No.5 Walton Street with no people to be employed on the land (i.e. visitation only with no one working on the property or the proposed new storage for any extended period of time). As such the plans submitted in support of the application make no allowance for the provision of bathroom and toilet facilities within the proposed new storage shed or its immediate surrounds.

The Shire's Environmental Health Officer has raised concerns with the lack of any bathroom/toilet facilities to service the proposed development in order to suitably address the relevant health requirements, particularly in the event of the future possible sale of Lot 239. Notwithstanding these concerns, the proposal to allow staff to use the existing facilities at Hutton & Northey's main business premises at No.5 Walton Street is considered acceptable provided a condition is imposed on any development approval ultimately granted requiring the landowner to install bathroom and toilet facilities within or immediately adjacent to the proposed new storage shed on Lot 239 prior to the sale of the property on its own to a third party in the future. The landowner has been made aware of the Shire's concerns in this matter and has provided written confirmation of their acceptance of this requirement (see correspondence provided in Attachment 8.2.2).

In light of the above findings it is concluded the proposal for Lot 239 is acceptable despite its current non-conforming use status and is 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 including some minor variations thereto.

#### **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**

There are no known policy implications in relation to this item. It is however recommended that Council consider reviewing the current 'Commercial' zoning classification applicable to the Corrigin townsite's designated commercial precinct at some point in the future as part of a possible omnibus amendment or formal review of Local Planning Scheme No.2 to ensure it is consistent with and reflects existing established land uses as well as Council's objectives for any future development and does not impose unnecessary constraints on the establishment, operation and expansion of business activity.

#### **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 seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason 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 239 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

### COUNCIL RESOLUTION

**(136/2020) Moved: Cr Jacobs      Seconded: Cr Weguelin**

That Council resolve to **approve** the development application submitted by Wheatbelt Steel on behalf of Echuca Nominees Pty Ltd (Landowner) to construct and use a new 336m<sup>2</sup> zincalume shed on Lot 239 (No.3) Walton Street, Corrigin for general storage purposes associated with Hutton & Northey's existing agricultural machinery dealership on Lots 6, 7, 8, 50 & 200 (No.5) Walton Street subject to the following conditions and advice notes:

#### Conditions

4. The proposed development shall be undertaken in a manner consistent with all revised 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.
5. 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.
6. 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.
7. The proposed storage shed shall be constructed using new materials only.
8. The final finished floor level of the proposed storage shed shall be a minimum of 293.74 metres AHD (i.e. Australian Height Datum) which equates to a total minimum required build-up of 0.22 metres above the land's average ground level of approximately 293.52 metres AHD to help guard against any future potential flood risk given the land's location in a designated flood prone area;
9. The edges of the sand/gravel pad foundation for the proposed storage shed shall slope away from this new structure at a minimum gradient of 1 in 6 and stabilised to avoid any dust or erosion.
10. Power points, electrical and/or data connection outlets in the proposed storage shed shall be installed 1.0 metre above the structure's final finished floor level.
11. The two (2) on-site parking bays along the land's Dartee Street frontage shall be clearly delineated to the specifications and satisfaction of the Shire's Chief Executive Officer to ensure they are clearly visible for those who may seek to use them.
12. The verge area and kerbing along the subject land's Walton Street frontage shall be reinstated to the specifications and satisfaction of the Shire's Chief Executive Officer immediately upon completion of installation of the proposed new stormwater drainage pipe from the proposed storage shed.
13. A two (2) metre wide landscaping strip along the land's Walton and Dartee Street frontages, excluding all existing vehicle entry/exit points, shall be provided and planted using drought resistant trees and shrubs of a type that require little maintenance. The landscaping to be provided must include native or locally acceptable trees capable of growing to a height of at least five (5) metres for every ten (10) square metres of landscape area and may include the two (2) existing trees along the land's Dartee Street frontage to

reduce the total number of trees required pursuant to this condition and the Shire of Corrigin Local Planning Scheme No.2. All landscaping works shall be completed within six (6) months of the date of this approval unless otherwise approved by the Shire's Chief Executive Officer.

14. Bathroom and toilet facilities shall be installed within or immediately adjacent to the proposed storage shed and connected to the existing reticulated sewerage disposal system servicing the immediate locality prior to the settlement of any sale of Lot 239 on its own to a third party in the future as per the landowner's written commitment to the Shire dated 7 July 2020.

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. 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.
11. The proposed storage shed 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.
12. 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.
13. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
14. The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district's designated townsites.
15. Any future proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Corrigin Local Planning Scheme No.2 unless otherwise approved by Council.
16. 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.
17. 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 7/0**



## COUNCIL RESOLUTION

**(137/2020) Moved: Cr Jacobs      Seconded: Cr Dickinson**

*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 7/0**

Ms Biglin and Ms Caley left the room at 4.13pm

Cr Weguelin declared a proximity interest and left the room at 4.13pm.

## 8.2.6 PROPERTY SEIZURE AND SALE – 10 GOYDER STREET

Applicant:	Shire of Corrigin
Date:	18/08/2020
Reporting Officer:	Karen Wilkinson Rates Officer
Disclosure of Interest:	NIL
File Ref:	A721
Attachment Ref:	NIL

### REASON FOR CONFIDENTIALITY

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

s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*

s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

### STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.64

- (1) If any rates or services charges which are due to a local government in respect of any rateable land have been unpaid for at least three years the local government may, in accordance with the appropriate provisions of this subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and-
  - a. From time to time least the land;
  - b. Sell the land;
  - c. Cause the land to be transferred to the Crown; or
  - d. Cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or services charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

### POLICY IMPLICATIONS

Policy 2.1 – Rates – Procedures for Unpaid Rates

### FINANCIAL IMPLICATIONS

Cost associated with debt recovery, including public notices, advertising, and cost of selling or transferring of the property.

Income from sale of property reducing outstanding rates.

The cost of the demolition of the house was not recovered from the property owner.

## 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

**(138/2020) Moved: Cr Jacobs**

**Seconded: Cr Dickinson**

*That Council, pursuant to Section 6.64 (1)(b) of the Local Government Act 1995, proceed to take possession of the land and sell the property for Assessment 721 which have rates in arrears for three or more years, and recover from the proceeds of sale the outstanding balance which currently totals \$22,109.92.*

**Carried by Absolute Majority 6/0**

### COUNCIL RESOLUTION

**(139/2020) Moved: Cr Dickinson 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 Dickinson left room 4.20pm

Cr Weguelin, Cr Dickinson, Ms Biglin and Ms Caley re-entered the room at 4.20pm

## 8.3 WORKS AND SERVICES

### 8.3.1 WHEATBELT SECONDARY FREIGHT ROUTE– QUAIRADING CORRIGIN ROAD

Applicant:	Shire of Corrigin
Date:	11/08/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.3.1 - Letter Wheatbelt Secondary Freight Network

#### SUMMARY

Council is requested to consider endorsing the Quairading Corrigin Road be for inclusion in the Wheatbelt Secondary Freight Network (WSFN) Project.

#### BACKGROUND

Forty two Local Governments in the Wheatbelt region have worked collaboratively for over five years to secure funding to improve secondary freight network routes on local government roads in the Wheatbelt. The initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed.

In September 2019 Council formalised the commitment to the project and endorsed the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis (MCA) Methodology.

In order to demonstrate best outcomes and value for money a transparent process has been developed to identify which routes have the highest priority for the limited available funding. A prioritisation of the WSFN routes via a multi-criteria analysis (MCA) has been developed to score each route based on the available data submitted by local governments.

The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	Road Safety Management System (ROSMA) data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic (ADT) counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle (ESA) is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

iPAVE | Specific road asset data with Intelligent Pavement Assessment Vehicle (iPAVe).

The Shire of Corrigin roads included in the project are as follows:

<b>MRWA Road Level</b>	<b>Collector Route Name</b>	<b>Road Name</b>	<b>Priority</b>
4040007	Corrigin-Katanning	Rabbit Proof Fence Rd	Priority 1
4040168	Corrigin-Bruce Rock	Corrigin - Bruce Rock Rd	Priority 2
4040172	Corrigin-South Kumminin	Corrigin - Naremben Rd	Priority 3
4040026	Bulyee-Tincurrin	Bulyee Rd	Priority 4
4040169	Bulyee-Tincurrin	Lomos South Rd	Priority 4
4040003	Bulyee-Tincurrin	Bullaring Rd	Priority 4
4040097	Bulyee-Tincurrin	Yealering South East Rd	Priority 4
4040001	Corrigin to Hyden	Bendering Road	Priority 4
4040171	Wickepin-Yealering	Wickepin - Corrigin Rd	Priority 5

The Shire of Quairading has requested that the Quairading - Corrigin Road be included on the list for prioritisation.

#### **COMMENT**

The WSFN Steering Committee wrote to the Shire of Corrigin in July requesting an official written request, inclusive of traffic data and detailed road condition assessment, to articulate why the Quairading Corrigin Route should be considered for inclusion in WSFN project.

The Quairading Corrigin Route joins Brookton Highway west of Corrigin to Quairading York Road at Quairading. The road connects to the Corrigin - Dumbleyung Route to the south and Cunderdin Quairading Route to the north.

The CEO and Shire President met with members of the WSFN Steering Committee following the Regional Road Group meeting in Wickepin on 31 July 2020 to discuss the matter.

The Quairading - Corrigin Road was initially included on the list for prioritisation in 2016 and was removed prior to the 2019 list of priority roads. The road is classified as a regional collector and it is recommended that Council support the Shire of Quairading's request to have the road included in the Wheatbelt Secondary Freight Network Project.

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

**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.
		1.1.1.2	Develop a footpath management plan, including 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)
		1.1.1.4	Road asset management plan and footpath management plan to be implemented through road works program.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL RESOLUTION**

**(140/2020) Moved: Cr Gilmore      Seconded: Cr Mason**

*That Council support the Shire of Quairading request to have the Quairading Corrigin Road included in the Wheatbelt Secondary Freight Network Project and submits the required supporting evidence.*

**Carried 7/0**

### 8.3.2 RABBIT PROOF FENCE AND BROOKTON HIGHWAY INTERSECTION UPGRADE – CLEARING

Applicant:	Shire of Corrigin
Date:	12/08/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

Council is requested to consider the impact of the proposed clearing of native vegetation by Main Roads WA for the upgrade of the intersection of Rabbit Proof Fence Road/ Corrigin - Quairading Road and Brookton Highway in the Shire of Corrigin.

#### BACKGROUND

Main Roads WA intends to upgrade the intersection of Rabbit Proof Fence Road and Brookton Highway in the Shire of Corrigin. The works will include widening, vertical and horizontal realignment, associated drainage works, and establishment of safe intersection sight lines and distances.

A road safety audit identified a number of safety issues at the existing intersection related to vehicle turning movements, vehicles over-running holding lines, inadequate sight distance, visibility of the intersection, uncontrolled movements and hazards in the clear zone. The proposed upgrades are therefore required in order to improve safety and efficiency of the current intersection.

The intersection upgrade project will require clearing of up to 0.56 hectares of native vegetation under the Main Roads State wide clearing permit (CPS 818/15). Main Roads WA proposes to compensate for the residual clearing impacts of the project through financial contribution into the Department of Water and Environmental Regulation Offsets Fund to fund the acquisition and protection of three hectares of remnant vegetation in the Shire of Corrigin.

Representatives from the Shire of Corrigin and Main Roads WA met in July 2019 to discuss the design drawings for the intersection upgrade that was proposed for the 2019/2020 construction season with Federal Black Spot funding.

The following resolution was passed at the Ordinary Council meeting in August 2019:  
*Resolution (118/2019)*

1. *That Council notes the Main Roads Western Australia proposed design for the intersection of Brookton Highway and Rabbit Proof Fence Road/ Corrigin Quairading Road in the Shire of Corrigin.*
2. *That the CEO advise Main Roads Western Australia that the proposed design is supported by the Shire of Corrigin.*

The initial proposed design shown in the illustration below includes a 25 metre stagger between the centrelines of the Corrigin Quairading Road and the Rabbit Proof Fence Road. The design as proposed will support vehicles stopping before they move through the intersection, and is compliant with Austroads and MRWA design parameters for safe intersection design.

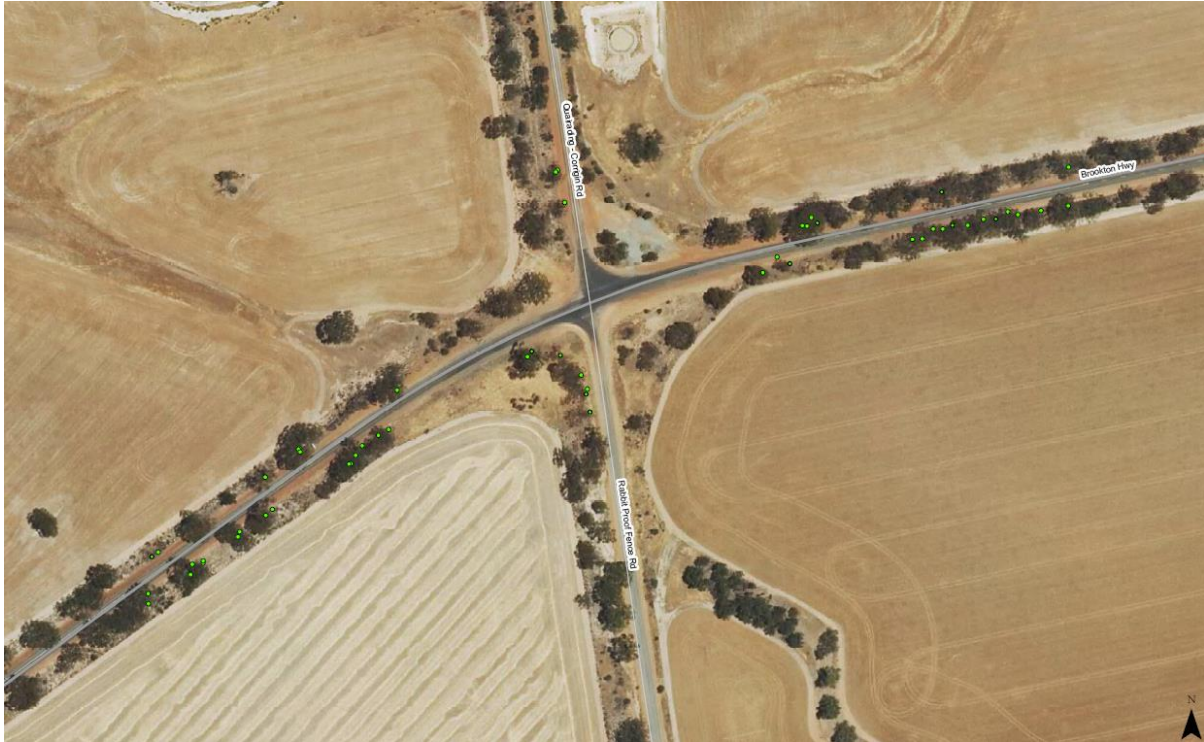


In October 2019 Main Roads WA advised the Shire of Corrigin that the project had been delayed due to the identification of Threatened Ecological Communities within the proposed intersection upgrade design footprint during the Spring Survey conducted in September 2019.

As a result of the clearing permit requirements some of the changes to the original design include:

- Steepening of project batters from 6:1 to 4:1 in places to reduce the project footprint
- The use of kerbing in places where it is practicable.
- Removal of two slip lanes for traffic entering the local road that were included in the initial design.
- Modification of drainage design to reutilise an existing culvert crossing on the western side of the intersection instead of installing a new larger 4x pipe culvert structure that would have required additional associated clearing.

The illustration below shows the trees of a diameter of at least 30 or 50cm that are intended to be removed.



#### **COMMENT**

The proposed intersection upgrade design is offset by 25 metres and is compliant with Main Roads WA and Ausroads standards for safe intersections. The offset will ensure that vehicles travelling in a north south direction will be required to stop before moving through the intersection.

There have been a number of crashes and near misses at the intersection of the Rabbit Proof Fence Road and Brookton Highway and the proposed design will increase the safety of an intersection.

The Council previously supported the upgrade of the intersection and it is recommended that the proposed clearing is also supported to enable the project to progress and the intersection to be upgraded to improve the safety for road users.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

The project is funded by Main Roads WA under the Federal Black Spot Program and does not require any expenditure from the Shire of Corrigin



## 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

## COUNCIL RESOLUTION

**(141/2020) Moved: Cr Gilmore      Seconded: Cr Weguelin**

1. That Council notes the Main Roads Western Australia proposal to clear native vegetation at the intersection of Rabbit Proof Fence Road/ Corrigin Quairading Road and Brookton Highway in the Shire of Corrigin.
2. That the CEO advise Main Roads Western Australia that the proposed clearing is supported by the Shire of Corrigin.

**Carried 7/0**

*Cr Jacobs declared a proximity interest in item 8.3.3 and left the room at 4.29pm.*

### 8.3.3 REQUEST TO UPGRADE ROADS TO RAV 6

Applicant:	Shire of Corrigin
Date:	11/08/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	CEO lives on road adjacent to Bullaring Road
File Ref:	TT.0001
Attachment Ref:	NIL

#### **SUMMARY**

Council is requested to the request from Main Roads WA for roads in the Shire of Corrigin to be upgraded to Restricted Access Vehicle Network (RAV) 6 level.

#### **BACKGROUND**

Main Roads WA Heavy Vehicle Services (HVS) has notified the Shire of Corrigin that it proposes to upgrade the roads in the Shire of Corrigin that are currently approved for RAV Network 5 to RAV Network 6. As these roads are currently already approved for 36.5 metre access, Main Roads WA has determined there is negligible risk to safety associated with upgrading them to RAV Network 6. The main difference between RAV 5 and RAV 6 is the additional 3.5tonne load permitted on the RAV 6.

The Shire of Corrigin is requested to provide support as the road owner to upgrade the following sections of road to RAV 6 including any comments relating to road condition, planning conflicts or development issues that may be impacted.

Road Number	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	LG to Complete			
						Access Supported (Yes or No)	Traffic Count (AADT)	School Bus Route (Yes or No)	Suggested conditions / Other Comments
4040003	Bullaring Rd	Bullaring Rd (0.00)	Lomos South Rd (1.72)	RAV 5	RAV 6	Yes	78	Yes	Local distributor. Joins unconditional RAV 6 in Shire of Pingelly and access to Bulyee bin.
4040010	Yealering - Kulin Rd	Wickepin-Corrigin Rd (0.00)	Yealering-Kulin Rd (13.90)	RAV 5	RAV 6	Yes		Yes	Local distributor. Joins to conditional RAV 6 in Shire of Kulin with road not to be used when visibly wet.
4040028	Jubuk North Rd	Brookton Hwy (0.00)	49 Gate West Rd (14.66)	RAV 5	RAV 6	No	<75	No	Minor road not identified as local distributor. Less than 10 km from existing RAV 6 at Lomos North Road Approved RAV 4 May 2020
4040067	Hewett Rd	Brookton Hwy (0.00)	Gills Rd (8.50)	RAV 5	RAV 6	No	<75	Yes	Minor road not identified as local distributor. Currently RAV 5 with all conditions including 60km per hour. No left turn into Hewett Road from Brookton Highway.
4040060	Mulcahy Rd	Corrigin-Bruce Rock Rd (0.00)	Bilbarin East Rd (5.89)	RAV 5	RAV 6	No	<75	No	Minor road not identified as local distributor

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4040095	Tulloch Rd	Bilbarin East Rd (0.00)	Hancock Rd (5.60)	RAV 5	RAV 6	No	<75	No	Minor road not identified as local distributor. Currently RAV 5 conditional on letter from road owner and not to be used when visibly wet.
4040096	Branson Rd	Mulcahy Rd (0.00)	Branson Rd (2.41)	RAV 5	RAV 6	No	<75	No	Minor road not identified as local distributor. Joins unconditional RAV 5 in Shire of Bruce Rock.
4040123	Dilling Railway Rd	(0.00)	(1.085)	RAV 5	RAV 6	Yes		No	Access to saleyards to Western Mechanical
4040140	Woglin St	Brookton Hwy (0.83)	Dilling Railway Rd (1.10)	RAV 5	RAV 6	Yes		No	Access to saleyards to Western Mechanical
4040169	Lomos South Rd	Bullaring Rd (0.00)	Lomos Rd South (6.97)	RAV 5	RAV 6	Yes	46	Yes	Local distributor. Joins conditional RAV 5 in Shire of Wickepin and speed limited to 60km per hour. Suggest condition 60km per hour in Shire of Corrigin portion of road for consistency with adjacent shire.
4040170	Quairading - Corrigin Rd	Quairading-Corrigin Rd (0.00)	Bilbarin-Quairading Rd (5.56)	RAV 5	RAV 6	Yes	186	Yes	Regional distributor. Currently conditional RAV 6 from Brookton Highway to Adamsville in Shire of Corrigin requiring written approval from road owner and unconditional RAV 6 from Quairading shire boundary to Quairading townsite.

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4040171	Wickepin - Corrigin Rd	Lake Rd (0.00)	Brookton Hwy (32.95)	RAV 5	RAV 6	Yes	125	Yes	Regional distributor. Currently conditional RAV 5 with no operation on unsealed section when visibly wet without road owner approval. Suggest removal of this condition as the road is bitumen
4040172	Corrigin - Narembeen Rd	Corrigin- Bruce Rock Rd (0.00)	Boundary Rd (13.36)	RAV 5	RAV 6	Yes	59	No	Regional distributor. Joins conditional RAV 4 in Shire of Narembeen with max speed 70km/hr

## COMMENT

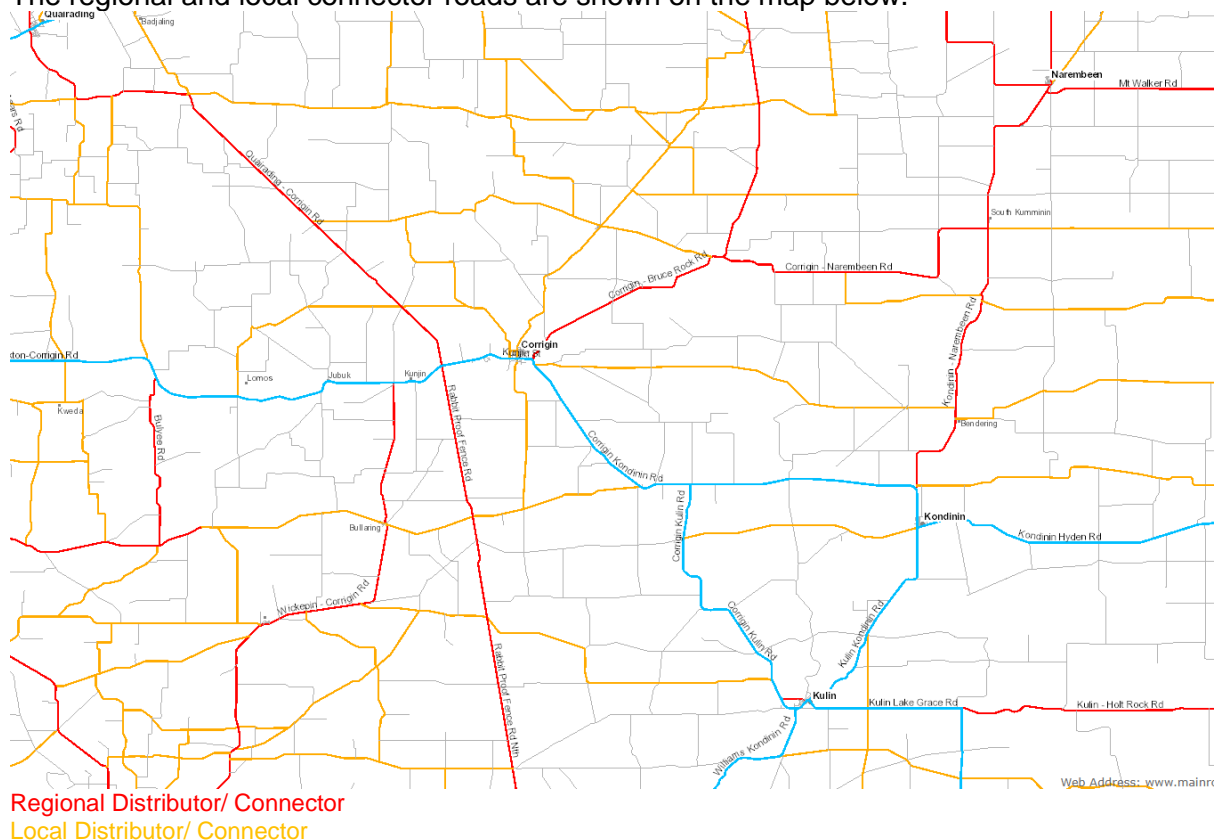
Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context.

The recently adopted Road Maintenance Policy provides a strategic approach to road management to assist Council to deliver the highest level of service within budget constraints. Regional roads as identified in *Main Roads WA Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes* are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government grants. Without State and Federal Government road grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In October 2019 Council adopted a road hierarchy and associated maintenance and renewal standard for roads in the shire. In the policy roads were defined as follows:

- **Major Roads** - Generally these will be regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- **Limited Local Roads** - Generally unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as school bus routes, harvest destinations and other factors will be considered.
- **Feeder Roads and Streets** - Generally are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

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



Council has recently been under pressure from farmers and transport operators to upgrade many roads in the shire from RAV 4 to RAV 6 or RAV 7 and has set a precedent of supporting these upgrades. The upgrade of local distributor roads to RAV 5 for RAV 6 standard will require additional and ongoing maintenance associated with heavy vehicles (3.5t) on these secondary roads.

Several of the Limited Rural Roads in the Road Hierarchy have also been assessed by Main Roads as suitable for RAV 7 access however the road maintenance policy acknowledges the limited capacity to maintain and renew these roads. In many cases these roads require widening and additional gravel.

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

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

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Road Traffic Act 1972*

*Road Traffic (Vehicles) Act 2012*

*Road Traffic (Vehicle Standards) Regulations 2002*

### **POLICY IMPLICATIONS**

11.3 Road Hierarchy, Maintenance and Renewal Policy

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

### **FINANCIAL IMPLICATIONS**

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

There is a significant gap between amount of funding required for road maintenance, renewal and upgrade as outlined in the policy and funding availability.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective: Economic**

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		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

**COUNCIL RESOLUTION**

**(142/2020) Moved: Cr Mason      Seconded: Cr Coppen**

*That Council*

1. *support the request for Bullaring Road, Lomos South Road, Quairading-Corrigin Road, Wickepin-Corrigin Road and Corrigin-Narembeen Road to be upgraded to RAV 6 based on the road hierarchy for local and regional distributors, bitumen road surface and previously supported RAV upgrades.*
2. *support the request for Yealering-Kulin Road (gravel road) to be upgraded to RAV 6 based on the road hierarchy for local distributors, consistency with neighbouring shire and previously approved sections of this road, with the following low volume conditions:*
  - *Not operation on unsealed road segment when visibly wet without road owner’s approval.*
  - *60km/h*
3. *support the request for Dilling Railway Road and Woglin Street to be upgraded to RAV 6 to allow access to the Corrigin saleyards with the following low volume conditions:*
  - *No operation on unsealed road segment when visibly wet, without road owner’s approval.*
  - *60km/h*
4. *not support the request for Jubuk North Road, Mulchay Road, Tulloch Road and Branson Roads to upgraded to RAV 6 based on the classification as a minor road and not identified as a regional or local distributor road.*

**Carried 6/0**

*Cr Jacobs re-entered the room at 4.34pm.*



## **9 CHIEF EXECUTIVE OFFICER REPORT**

The CEO reported on the Local Government Panel Report being handed down this week with a total of 65 recommendations and the City of Perth Inquiry Report contains 341 recommendations.

## **10 PRESIDENT'S REPORT**

The President has attended meetings for the Regional Road Group, Edna Stevenson Trust and the Local Emergency Management Committee since the last meeting.

The President thanked and commended Ms Biglin on the organisation of the Roe Roc Council dinner that took place on 7 August 2020 and thanked Mrs MacGregor for the catering of that event.

## **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 COUNCIL RESOLUTION**

*(143/2020) Moved: Cr Coppen*

*Seconded: Cr Mason*

*Support the Premier Mark McGowan for keeping the WA border closed for the safety and security of our community.*

***Carried 7/0***

## **15 NEXT MEETING**

Ordinary Council meeting on Tuesday 15 September 2020 at 3.00pm.

## **16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.51pm.

President: \_\_\_\_\_ Date: \_\_\_\_\_