



AGENDA

ORDINARY COUNCIL MEETING
17 August 2021

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 17 August 2021 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

- 12.00pm Audit and Risk Management Committee Meeting
- 12.30pm Lunch
- 1.00 pm Discussion Forum
- 2.30pm Afternoon Tea
- 3.00 pm Council Meeting

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



Natalie Manton
Chief Executive Officer
12 August 2021

Disclaimer:

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

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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

APOLOGIES

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

A period of 15 minutes is allocated for questions with a further period of 15 minutes provided for statements from members of the public. The procedure for asking questions and responding is to be determined by the presiding member. The time allocated for questions is to be decided by the members of the Council and members of the public are to be given an equal and fair opportunity to ask a question and receive a response.

Questions and statements are to be –

- a) Presented in writing on the relevant form to the Chief Executive Officer prior to commencement of the meeting; and
- b) Clear and concise

4 MEMORIALS

The Shire has been advised that Victor George Walton and Doris Hepper (nee Praetz) have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 July 2021 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 July 2021 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 EDNA STEVENSON TRUST COMMITTEE MEETING

Minutes of the Edna Stevenson Trust Committee meeting held on Monday 9 August 2021 (Attachment 7.2.2).

OFFICER'S RECOMMENDATION

That the minutes of the Edna Stevenson Trust Committee meeting held on Monday 9 August 2021 be received.

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes of the Local Emergency Management Committee meeting held on Monday 9 August 2021 (Attachment 7.2.2).

OFFICER'S RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on Monday 9 August 2021 be received.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	6/08/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – July 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to all accounts for the previous month.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for which money or other benefits may be obtained.

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of July 2021 are provided as Attachment 8.1.1 – Accounts for Payment - July 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$118,541.24.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16376 - 16445	\$157,176.37	
	Cheque	020635 - 020642	\$5,528.59	
	Direct Debit	July 2021	\$28,513.67	
	Payroll	July 2021	\$122,027.63	\$313,246.26
Trust	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$0.00
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	July 2021	\$50,681.15	\$50,681.15
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of July 2021				\$363,927.41

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 8.1.1 – Accounts for Payment – July 2021, 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, Stevenson and Licensing	EFT	EFT16375	EFT16376
Municipal	Cheque	020634	020635
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021 / 2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council reviews the list of accounts paid and acknowledges that payments totalling \$363,927.41 have been made during the month of July 2021.

8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8/08/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards June 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 29 May 2021 to 28 June 2021.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period. This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid for using the Shire of Corrigin corporate credit cards.

A monthly review of credit card use is independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures and the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's LTFP to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with Attachment 8.1.2 endorse credit card payments for the period 29 May 2021 to 28 June 2021 for \$1,259.72.

8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	9/08/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.3 Monthly Financial Report for month ending 31 July 2021

SUMMARY

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

BACKGROUND

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

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

COMMENT

Rates were raised and posted out on Friday 23 July 2021, three days after the budget was adopted by Council. A total of \$2.73million in rate revenue was raised along with a further \$41,000 ex gratia rates.

The shire closed July off with \$1.16million in unrestricted funds. There is still \$1.87million in reserve of unspent grant funds which includes the advance Federal Assistance Grant (FAGs) funds.

The opening outstanding rates balance is \$149,288 the bulk of this being long outstanding debt.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2021/22 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council's Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Statement of Financial Activity for the month ending 31 July 2021 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 INCIDENT MANAGEMENT AND BUSINESS CONTINUITY

Applicant:	Shire of Corrigin
Date:	4/08/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CM.0054
Attachment Ref:	Attachment 8.2.1.1 – Incident Management and Business Continuity Response Plan Attachment 8.2.1.2 – Incident Management and Business Continuity Response Procedures Manual

SUMMARY

This report relates to the review of Council's existing Incident Management and Business Continuity Response Plan and Procedures Manual that was last reviewed and adopted by Council in June 2020.

BACKGROUND

The Incident Management and Business Continuity Response Plan and Procedures Manual forms part of the Shire's overall risk management framework. The plan and procedures are required to be reviewed annually by the Chief Executive Officer (CEO) and Governance Projects Office (GPO) and is to be taken to the Incident Management Team for consideration and adoption. The plans are then taken to Council for consideration and adoption.

COMMENT

Council and management have previously identified the need to develop and maintain Incident Management and Business Continuity plans as part of the Shire's overall management of risk. The attached plan and procedures are important tools in assisting the Shire administration in its ability to recover from situations that may arise ensuring that decisions are made quickly – minimising financial, environmental and reputational impacts.

These plans were reviewed during the height of the Covid-19 pandemic in June 2020 and gave members of the Incident Management Team valuable insight into how a planned approach can assist with incident management and business continuity for the Shire. The learnings from the pandemic were incorporated into the review in 2020 so this review has been more about updating of out of date information and staff changes.

Once adopted by Council, copies of the updated plans and procedures will be distributed to relevant staff and off-site locations.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.

17. CEO to review certain systems and procedures

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council adopt the Incident Management and Business Continuity Response Plan and Incident Management and Business Continuity Response Procedures Manual as provided in Attachments 8.2.1.1 and 8.2.1.2.

8.2.2 ROCKVIEW COMMUNITY CROPPING PROGRAM

Applicant:	Shire of Corrigin
Date:	3/08/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CP.0003
Attachment Ref:	Attachment 8.2.2.1 – Draft Lease Agreement
	Attachment 8.2.2.2 – Application – St John Ambulance (Confidential)
	Attachment 8.2.2.3 – Application - CFGI (Confidential)

SUMMARY

Council to choose a suitable community organisation to undertake cropping of the Rockview land commencing in January 2022 for a three year term ending on 31 December 2024.

BACKGROUND

The Shire recently advertised through the community newsletter, Windmill News and social media inviting submissions from community groups to apply to crop the Shire owned property known as Rockview to raise funds for their organisation. Applications closed on 30 July 2021.

COMMENT

The Shire received applications from the following two organisations:

- Corrigin Farm Improvement Group
- St John Ambulance Corrigin

Both groups provided detailed applications which met the operational requirements and included copies of their organisations minutes, and financial statements. The two applications were assessed by the Chief Executive Officer, Deputy Chief Executive Officer and Governance Projects Officer using an assessment matrix.

Based on the rankings it is suggested that Council offer St John Ambulance Corrigin the cropping rights of the Rockview Land commencing 1 January 2022 for a three year term.

A draft lease agreement has been drawn up similar to the previous agreement (see attached).

The crop rotation proposed by St John Ambulance is Canola (2022), Wheat (2023) and Barley (2024) however an alternative can be suggested in the lease agreement.

STATUTORY ENVIRONMENT

Local Government Act 1995 s.3.58 Disposing of property

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.	1.4.1	Together with the CRC deliver targeted support and guidance to local volunteer organisations for their ongoing longevity, governance and valued contributions.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

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

8.2.3 REQUEST FOR TENDER 4-2021 TOWN HALL AND ROADS BOARD REFURBISHMENT

Applicant:	Shire of Corrigin
Date:	4/08/2021
Reporting Officer:	Emma Shaw
Disclosure of Interest:	NIL
File Ref:	FM.0241
Attachment Ref:	Attachment 8.2.3 –Proposed Works Town Hall and Roads Board

SUMMARY

The item seeks Council endorsement of the tender for the refurbishment of the exterior of the Corrigin Town Hall and the exterior and interior refurbishment works on the Old Roads Board building.

BACKGROUND

The Shire of Corrigin has been allocated \$344,511 as part of the Local Roads and Community Infrastructure (LRCI) grant phase 2.

Council passed the following resolution at the Ordinary Council Meeting in February 2021
That Council authorise the CEO to prepare and lodge the LRCIP application for a new Standpipe controller at Loch Ness Dam and conservations works to the Corrigin Town Hall and Old Roads Board building.

The purpose of the LRCI Program funding is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using their own funds.

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets that are generally accessible to the public.

The works to be carried out on the buildings include:

- Roof Restoration
- Exterior Building Restoration and Repairs
- Interior Building Restoration and Repair – Old Roads Board Building
- Painting

Six companies requested the tender documents and three companies attended the mandatory site inspection. Only one tender submission was received on the tender submission date from Colgan Industries Pty Ltd for \$333,902.50 excluding GST.

COMMENT

The tender submission was evaluated by Natalie Manton CEO, Kody Broun, Building Officer and Emma Shaw, Administration Officer against the following weighted criteria:

Criteria	Weighting
Tendered Price	20%
Relevant Company Experience	30%
Operator Skills and Experience	15%
Tenderer's Resources	10%
Heritage Knowledge	20%
Regional Price Preference	5%

It was determined the tender submission from Colgan Industries was professional and met the scope. In addition to the scope outlined in the tender documents Colgan Industries have recommended some additional works that can be completed as outlined in Attachment 8.2.3:

1. Strip back paint on brick quoining and door and window reveals and re tuck point for \$29,920 excl GST.
2. Remake tops of ball finials to original detail for \$8,375 excl GST.

It is recommended that these works are completed while Colgan Industries are on site to reduce future mobilisation costs.

Colgan Industries carried out previous work on the internal Town Hall ceiling and completed the work to a high standard, on time and within the allocated budget.

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

2.9 Purchasing Policy

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

FINANCIAL IMPLICATIONS

Provision in the 2021/2022 budget of \$325,000 and additional funds will be required to be allocated from the Town Hall Reserve.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Environment

An attractive natural and built environment for the benefit of current and future generations

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.3	We prepare and maintain our assets for the current and future community	3.3.1	Shire Asset Management Plan reviewed, updated, integrated and implemented
		3.3.2	Municipal Heritage Inventory and Conservation Plans reviewed, updated, integrated and implemented

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council

1. *Accept the tender from Colgan Industries based on a price of \$333,902.50 as the most advantageous Tender to form a Contract.*
2. *Accept the tendered price for additional works proposed by Colgan Industries to remake the top of the ball finials to original detail of \$8,375 excluding GST*
3. *Accept the tendered price for additional works proposed by Colgan Industries to strip back paint on brick quoining and door and window reveals and re tuck point of \$29,920 excluding GST.*
4. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*
5. *Endorse a variation to the budget to increase the expenditure for the Town Hall and Old Roads Board restoration from \$325,000 to \$375,000 and transfer the remaining funds from the Town Hall Reserve*

8.2.4 PROPOSED CHANGE OF PURPOSE OF CROWN RESERVE 15629 – OLD ROADS BOARD OFFICE

Applicant:	Shire of Corrigin
Date:	10/08/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	CP.0013
Attachment Ref:	NIL

SUMMARY

This report recommends that Council resolve to request approval from the Minister for Lands to change the current designated purpose of Crown Reserve 15629 from Shire Office and Yard to Old Shire Office, Yard and Community Purposes to accommodate the leasing of the building to community organisations. Further that the request also include adding the power to lease/licence to the Crown Reserve Management Order.

BACKGROUND

Crown Reserve 15629, being Lot 70 and 71 (No.21) Goyder Street, Corrigin, includes the Town Hall and Old Roads Board buildings.

The Shire has for a number of years allowed the use of the Old Roads Board Office to a number of organisations. The Corrigin Farm Improvement Group entered into a lease agreement with the Shire of Corrigin on 1 January 2016 for a five year term which is due to expire on 31 December 2021. The building was previously used by the Small Business Centre for administration purposes, as a Youth Centre by the Council run Youth Advisory Council in the early 2000's and as a Café in the 1990's by private businesses.

The Governance Projects Officer (GPO) has started the process of renewing the existing lease agreement with the Corrigin Farm Improvement Group and in the process of checking the Crown Reserve listing has discovered that the Reserve does not currently have the power to lease nor does the current usage fit with the designated purpose of the reserve.



COMMENT

The GPO has sought advice from the Department of Planning, Lands and Heritage who have suggested that the Shire apply to have the Reserve Management Order changed to allow for the power to lease/licence and for the designated purpose of the reserve to be changed to a purpose that aligns with how the building is currently used and is intended to be used in future.

The Department suggested to not completely change the designated purpose as the Old Roads Board will always be the Old Shire Office and Yard and that should be kept for historical purposes. The addition of Community Purposes was made to the purpose of the management order to allow for the use of the building by community organisations now and into the future without taking away from the historical nature of the building.

If it is the Shire’s intention to continue to enter into another lease agreement with the Corrigin Farm Improvement Group commencing in 2022, then it is suggested that Council resolve to change the land’s current reserve purpose and request the addition of the power to lease to accommodate this intention.

STATUTORY ENVIRONMENT

Land Administration Act 1997 (WA)

A management body (the Shire of Corrigin) has power to lease land in a management order or, has power to lease land under its own written law, may also lease reserve land provided the lease accords with the purpose of the reserve and subject to the approval of the Minister for Lands under section 18 of the Land Administration Act.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership
Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

- 1. Support the request to the Minister for Lands for approval to change the current designated purpose of Crown Reserve 15629 being Lot 71 (No.21) Goyder Street on Deposited Plan 228740 from Shire Office and Yard to Shire Office, Yard and Community Purposes.*
- 2. Seek the addition of the power to lease/licence to the Management Order of Crown Reserve 15269 being Lot 71 (21 Goyder Street) Corrigin on Deposited Plan 228740.*

8.2.5 DEVELOPMENT APPLICATION – PROPOSED STRUCTURAL IMPROVEMENTS TO EXISTING COMMERCIAL BUILDING ON LOT 3 (NO.11) CAMPBELL STREET, CORRIGIN

Applicant:	Anne-Marie & James O'Donohue
Landowners:	Lot 3 - Anne-Marie & James O'Donohue
Location:	Campbell Street Road Reserve Area – State of Western Australia Lot 3 (No.11) Campbell Street, Corrigin & Campbell Street Road Reserve Area
Date:	10/08/2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Ref:	PA 07-2021
Attachment Ref:	Attachment 8.2.5 – Full Copy of Development Application Submitted

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Anne-Marie and James O'Donohue to install four (4) new steel posts within the Campbell Street road reserve area to provide additional structural support for an existing cantilever-type boxed canopy along the frontage to an existing commercial building on Lot 3 (No.11) Campbell Street, Corrigin.

BACKGROUND

The applicant is seeking Council's development approval to install four (4) new steel posts within the Campbell Street road reserve area to provide additional structural support for an existing cantilever-type verandah along the frontage to an existing commercial building on Lot 3 (No.11) Campbell Street, Corrigin that has fallen into disrepair due to its age.

The proposed new 120mm x 120mm steel posts/columns will be 3.3 metres high and spaced 3.25 metres apart with a setback of 1.8 metres from the front façade of the existing commercial building on Lot 3. The new posts will be supported by concrete footings in the Campbell Street road reserve area, fixed to the base of the existing cantilever-type boxed canopy along the existing commercial building's front facade and painted in a 'charcoal' grey colour to match the existing protective bollards on the pavement area in front of the existing street parking bays.

Full details of the application are provided in Attachment 8.2.5.

Lot 3 is located centrally in the Corrigin townsite in the town's designated commercial precinct and comprises a total area of approximately 490m². The land is rectangular in shape with a 12.19 metre frontage to Campbell Street and has historically been developed and used for commercial purposes.

The existing single storey commercial building on the land was constructed around 1925 and has been used for a variety of commercial purposes for many years. The building is currently being used as a café/restaurant and incidental shop (i.e. the Mallee Tree Café & Gallery).

The building itself has been identified as a place of cultural heritage significance and included in the Shire's Heritage Inventory Review 2018 as a 'Grade B' place of considerable significance due to the substantial contribution it makes to the authenticity of the historical streetscape. The property is not however listed as being of State heritage significance and has not been included in the Shire's new Heritage List which means there are no statutory controls in place to provide for the protection of its cultural heritage significance under the Shire of

Corrigin’s Local Planning Scheme No.2 or the *Heritage Act 2018*. The property and commercial building thereon do however form part of the Corrigin Main Street Retail Precinct and are subject to the provisions of Development Guidelines that were adopted by Council in March 2020.

Lot 3 has direct frontage and access to Campbell Street along its front boundary which is sealed and drained local road are under the care, control and management of the Shire of Corrigin. The existing cantilever-type boxed canopy along the commercial building’s front façade has been constructed in the airspace above the Campbell Street road reserve area with an encroachment of approximately 2.1 metres from the subject land’s street frontage.



Location and Lot Configuration Plan (Source: Landgate)

It is understood the existing cantilever-type boxed canopy within the Campbell Street road reserve area has started to sag due to its age and needs urgent remediation works to ensure the canopy is structurally sound and remains safe. Council’s development approval is required as a first step in the approval process with a building permit application required thereafter for consideration and determination by the Shire’s Building Surveyor.

COMMENT

Lot 803 is classified Commercial zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with the Campbell Street road reserve area abutting it classified Local Road reserve.

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.

Furthermore, Council's stated objective for the development and/or use of any land classified Local Road reserve is to set aside land required for local road purposes, including pedestrian access.

It is therefore contended, having regard for the abovementioned objectives, that the proposal to install four (4) new posts within the Campbell Street road reserve area to provide additional structural support for the existing cantilever-type boxed canopy along the frontage to the existing commercial building on Lot 3 is generally consistent with the relevant planning objectives and may therefore supported and approved by Council.

Assessment of the development application in the context of the various standards and requirements prescribed in LPS No.2, all relevant matters prescribed in the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Development Guidelines for the Corrigin Main Street Retail Precinct has confirmed it is generally compliant. The proposed works have been designed to ensure the proposed improvements safeguard and preserve the existing boxed canopy, integrate with and are sympathetic to the external appearance of the existing building on the land through the use of high quality, complementary materials and colours, and maintain opportunity for safe and convenient pedestrian access.

Notwithstanding the above conclusion, the main issue of concern relates to the proposed development of portion of the Campbell Street road reserve area to accommodate the proposed new support posts which are likely to remain in place for many years to come given their intended purpose.

The need for and benefits associated with the proposed new support posts are acknowledged however there is some concern that their placement within the Campbell Street road reserve area may give rise to a public liability insurance claim in the event of an accident either during or following completion of the proposed works.

The Lands Division of the Department for Planning, Heritage and Lands has previously confirmed the Shire of Corrigin is responsible for the care, control and maintenance of the Campbell Street road reserve area, including all improvements within, and the Department will not accept any liability whatsoever in respect of its future development and/or use. Given this fact, the Shire needs to ensure the new support posts are constructed in accordance with all required standards and suitably maintained thereafter to minimise any potential risk to the local community and public at large. Advice previously received from local government insurer LGIS regarding similar proposals like this recommends the following:

- i) Building contractors engaged to install new built form improvements within road reserve areas controlled by local government authorities should arrange public liability insurance for a minimum sum of \$20 million to cover their potential liability to third parties for personal injury or property damage during the construction process; and

- ii) Following completion of construction, any landowner who benefits from new built form improvements in a local road reserve should make arrangements with their own insurer to ensure their current public liability insurance policy for their property includes the new improvements within the adjoining road reserve to cover any future potential liability to third parties for personal injury or property damage for a sum no less than \$20 million.

In light of all of the above, it is recommended Council support and approve the development application received from Anne-Marie & James O'Donohue to install four (4) new steel support posts within the Campbell Street road reserve area for the intended purpose subject to a range of conditions to ensure it proceeds in a proper and orderly manner with an appropriate level of public liability insurance cover for the life of the proposed development.

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

Land Administration Act 1996

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

There are no known financial implications in relation to this item 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 current owners of Lot 3 (No.11) Campbell Street, Corrigin.

It is significant to note that should the applicant/landowners 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 AND STRATEGIC IMPLICATIONS

The proposal for Lot 3 and the relevant portion of the Campbell Street road reserve area is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2021-2031:

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the diverse industry across the Shire	2.1.5	Support local business development initiatives where possible

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

*That Council **APPROVE** the development application received from Anne-Marie & James O’Donohue to install four (4) new steel posts within the Campbell Street road reserve area to provide additional structural support for an existing cantilever-type boxed canopy along the frontage to an existing commercial building on Lot 3 (No.11) Campbell Street, Corrigin 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 dated 4 August 2021 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 new support posts within the Campbell Street road reserve shall be painted within 30 days of installation, or a longer period approved by the Shire’s Chief Executive Officer, in accordance with the colour details cited in the application the subject of this approval.*
- 4. All proposed remediation works to the existing cantilever-type boxed canopy along the frontage of the existing commercial building on Lot 3, including patching and painting, shall be completed within 30 days of installation of the new support posts within the Campbell Street road reserve or a longer period approved by the Shire’s Chief Executive Officer. Any painting works required shall match the colour of the existing boxed canopy unless otherwise approved by the Shire’s Chief Executive Officer.*

5. *The proposed new support posts within the Campbell Street road reserve shall be maintained on an ongoing basis to the specifications and satisfaction of the Shire's Chief Executive Officer to ensure they remain structurally sound and continue to complement the external appearance of the existing commercial building on Lot 3 (No.11) Campbell Street, Corrigin.*
6. *The building contractor engaged to install the new support posts within the Campbell Street road reserve area shall arrange public liability insurance for a sum no less than \$20 million to cover their potential liability to third parties for personal injury or property damage for the full duration of the construction process. The building contractor shall submit a copy of the certificate of currency for the public liability insurance required by this condition to the Shire prior to the commencement of any construction works.*
7. *The landowners shall make arrangements with their own insurer for public liability insurance for a sum no less than \$20 million to cover its potential liability to third parties for personal injury or property damage arising from the new support posts and boxed canopy within the Campbell Street road reserve which shall come into legal effect immediately after completion of the proposed construction works. The policy shall note the Shire of Corrigin's interest in the Campbell Street road reserve and indemnify the local government against any future potential costs and/or claims.*
8. *The landowners shall submit a copy of the certificate of currency for the public liability insurance required by Condition 7 of this approval to the Shire within fourteen (14) days of completion of the proposed construction works or a longer period approved by the Shire's Chief Executive Officer.*
9. *The landowners shall maintain the public liability insurance required by Condition 7 of this approval on an annual basis for the full duration of the new support posts and boxed canopy's presence within the Campbell Street road reserve area and provide a copy to the Shire's Chief Executive when requested to do so.*

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 demolition, earthworks or construction on the land.*

4. *The proposed development 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. *Prior to the commencement of any works it is recommended that a Dial-Before-You-Dig enquiry be made with the relevant service provider to identify if there any existing essential services within the Campbell Street road reserve that need to be protected during the construction process. The Shire accepts no liability whatsoever with respect to any damage that may be caused to any existing essential service infrastructure as a direct consequence of the works the subject of this approval.*
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/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.*

8.2.6 PROPOSED POLICY - INFORMATION TECHNOLOGY USAGE

Applicant:	Shire of Corrigin
Date:	5/08/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.6 – Policy 5.22 Information and Communication Technology Usage Policy

SUMMARY

This report recommends that Council review and endorse the proposed policy relating to the appropriate use of the Shire's information and communication technology and devices.

BACKGROUND

In 2016 Council endorsed a policy that established guidelines on the allocation and subsequent usage of Shire mobile phones and other electronic devices. The policy only outlines the allocation, replacement and usage of certain electronic devices and doesn't cover the use of the Shire's information and communication technology hardware, infrastructure and services.

One of the findings from the 2020/21 interim audit recommended that the information technology usage policy outlining the appropriate use of the Shire's information and communication technology resources needed to be improved.

COMMENT

Currently the Shire has in place policies 5.22 Shire Mobile Phones and Other Electronic Communication and 5.19 Social Media. The auditors recommended that these policies be amended to provide staff with clear guidelines on the acceptable use of the Shire's IT by staff.

A review of policy 5.22 has been carried out and additional detail has been added to include clearer guidelines on the use of the Shire's information and communication technology resources and devices.

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996
Regulation 19AE (2) – Other matters codes of conduct must deal with

POLICY IMPLICATIONS

Policy 5.22 Shire Mobile Phones and Other Electronic Communication

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

- 1. Adopt the revised policy 5.22 relating to Information and Communication Technology Usage as presented.*

8.2.7 LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATIONS

Applicant:	Local Emergency Management Committee
Date:	12/02/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 8.2.7.1 - Local Emergency Management Arrangements Attachment 8.2.7.2 - Local Recovery Management Plan Attachment 8.2.7.3 - Emergency Evacuation Plan

SUMMARY

Council is requested adopt to the Local Emergency Management documents as endorsed by the Local Emergency Management Committee (LEMC) in August 2021.

BACKGROUND

The Local Emergency Management plans were reviewed and updated by the LEMC at the committee meeting on 9 August 2021.

COMMENT

The Local Emergency Management Plans are to be submitted to the District Emergency Management Committee and then State Emergency Management Committee for endorsement.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

9.3 Bushfire Control

FINANCIAL IMPLICATIONS

The cost of administration of the LEMC is approximately \$200 per annum

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.5	Support emergency services planning, risk mitigation, response and recovery	1.5.1	Joint planning with stakeholders at a local and sub regional level for disaster preparedness and emergency response
		1.5.2	Scenario planning and training

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council adopt the following revised documents:

- *Local Emergency Management Arrangements.*
- *Local Recovery Management Plan.*
- *Emergency Evacuation Plan.*

9 CHIEF EXECUTIVE OFFICER REPORT

The Corrigin areas has received 146 mm of rain during July which is the highest monthly total since records commenced in 1910. There has been significant damage to floodways and some gravel roads throughout the shire.

The Wickepin Corrigin Road, Bulyee Road and Nambadilling Road were closed for a short time with the Bulyee Road being the only road that remains closed.

The Manager of Works is current obtaining quotes for a contractor to assess the extent of the damage and provide an estimate of the repair cost. The Shire will make an application for grant funding to repair the damage caused recent heavy rainfall.

Thank you to the outside staff who have been kept busy over the last month putting up signs, closing roads and removing fallen trees. The inside staff have also done an excellent job of responding to calls for updated information on road conditions and closures as well as communicating messages to keep the public safe.

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Thursday 16 September 2021 at 3.00pm.

16 MEETING CLOSURE