



# MINUTES

ORDINARY COUNCIL MEETING  
16 February 2021

**Public**

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future*

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## **1 DECLARATION OF OPENING**

The Chairperson, Shire President Cr. D Hickey opened the meeting at 3.00pm.

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

Shire President	Cr. D L Hickey
Deputy Shire President	Cr. M A Weguelin
	Cr. M B Dickinson
	Cr. S L Jacobs
	Cr. S C Coppen
	Cr. F R Gilmore
	Cr. J A Mason

Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	K A Caley
Executive Support Officer	K L Biglin
Members of the public, Golf Club	K Courboules

### **APOLOGIES**

NIL

### **LEAVE OF ABSENCE**

## **3 PUBLIC QUESTION TIME**

NIL

## **4 MEMORIALS**

The Shire have been advised that Brian Walsh has passed away since the last meeting.

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

### **Corrigin Golf Club**

K Courboules on behalf of the Corrigin Golf Club gave a presentation, requesting for council to consider taking on the mowing duties of the fairway throughout the golf season. The fairway needs to be mowed on average once per week during the winter months, depending on the weather conditions.

## **6 DECLARATIONS OF INTEREST**

Cr Jacobs declared an Impartiality Interest in the presentation given by Mr Courboules as she is a member of the golf club committee.

N Manton declared a Financial Interest in item 8.2.2 as it relates to her employment and leave arrangements.

K Caley declared a Financial and Impartiality Interest in item 8.2.2 as she is identified in the item relating to Acting Chief Executive Officer.

## **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 15 December 2020 (Attachment 7.1.1).

##### **COUNCIL RESOLUTION**

*(1/2021) Moved: Cr Gilmore                      Seconded: Cr Coppen*

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 15 December 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 ANNUAL ELECTORS MEETING**

Minutes of the Annual Electors meeting held on Tuesday 2 February 2021 (Attachment 7.2.1).

##### **COUNCIL RESOLUTION**

*(2/2021) Moved: Cr Weguelin                      Seconded: Cr Coppen*

*That the minutes of the Annual Electors meeting held on Tuesday 2 February 2021 be received.*

**Carried 7/0**

#### **7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**

Minutes of the Local Emergency Management Committee meeting held on Monday 8 February 2021 (Attachment 7.2.2).

##### **COUNCIL RESOLUTION**

*(3/2021) Moved: Cr Jacobs                      Seconded: Cr Weguelin*

*That the minutes of the Local Emergency Management Committee meeting held on Monday 8 February 2021 be received.*

**Carried 7/0**

**7.2.3 EDNA STEVENSON TRUST COMMITTEE MEETING**

Minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 February 2021 (Attachment 7.2.3).

**COUNCIL RESOLUTION**

**(4/2021) Moved: Cr Coppen**

**Seconded: Cr Gilmore**

*That the minutes of the Edna Stevenson Trust Committee meeting held on Monday 8 February 2021 be received.*

**Carried 7/0**

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	4/01/2021
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

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

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 20	SALES	MTHLY	FROM JULY 20
Internet Use / Computer Use	3	61	Movie Club Fees	6	36
Photocopying / Printing / Faxing	25	138	Phonebook Sales	11	61
Laminating / Binding / Folding	2	19	Moments In Time Books	0	0
Sec. Services / Scans / CD Burning	5	43	Book Sales	2	2
Room Hire	1	13	Wrapping Paper / Postcard Sales	1	3
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	1	15	Phone calls	0	0
Resource Centre Membership Fees	9	9	Sale of Assets	0	0
Exam Supervision	0	0			
Total:	46	300	Total:	20	102
<i>Monthly People through:</i>	66				
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 20
Phonebook Enquiries	3	12	Corrigin Toy Library	12	42
Tourism	18	205	Broadband for Seniors / Webinars	15	55
Government Access Point	1	45	General Enquires (Face/Email/Website)	108	730
Community Information	19	107	Corrigin Public Library	27	219
Conf. / Vid Conf. / Training	16	378	Corrigin Library eResources	40	287
University Exams	0	0			
Total:	57	747	Total:	202	1333
<i>Monthly People through:</i>	259				

**TOTAL FOR THE MONTH OF DECEMBER: 325**

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

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	8	Conference Room	Commercial
Movie Club	6	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	409	449	561	369	325							

\*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**

**(5/2021) Moved: Cr Mason**

**Seconded: Cr Dickinson**

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

**Carried 7/0**



### 8.1.2 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Heather Ives, Coordinator, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

#### CORRIGIN CRC MONTHLY USAGE – JANUARY 2021

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 2020	SALES	MTHLY	FROM JULY 2020
Internet Use / Computer Use	1	62	Movie Club Fees	0	36
Photocopying / Printing / Faxing	13	151	Phonebook Sales	0	61
Laminating / Binding / Folding	0	19	'Moments in Time' Books	0	0
Sec. Services / Scans / Email / CD Burning	2	45	Book Sales	0	2
Room Hire	1	14	Wrapping Paper / Postcard Sales	0	3
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees		15	Phone Calls	0	0
Resource Centre Membership Fees	0	9	"A Fortunate Life" Ticket Sales	101	101
Exam Supervision	0	0			
Total:	17	317	Total:	101	103
<i>Monthly People through:</i>	118				
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 20
Phonebook Enquiries	1	13	Corrigin Toy Library	4	46
Tourism	6	211	Broadband for Seniors / Webinars	4	59
Government Access Point	1	46	General Enquires (Face/Email/Website)	116	864
Community Information	10	117	Corrigin Public Library	48	267
Conf. / Vid Conf. / Training	110	488	Corrigin Library eResources	58	345
University Exams	0	0			
Total:	128	875	Total:	230	1333
<i>Monthly People through:</i>	358				

**TOTAL FOR THE MONTH OF JANUARY: 476**

**COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – JANUARY 2021**

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Rural Traffic Services	2	EHO Meeting	HO
Summer Holiday Movies 2021 (Movies in the Park)	110	N/A	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
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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
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2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	*480	*296	*341	424	5740
2020-21	391	409	449	561	369	325	476						

\*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**

**(6/2021) Moved: Cr Jacobs**

**Seconded: Cr Gilmore**

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

**Carried 7/0**

### 8.1.3 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/02/2021
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – December 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 December 2020 are provided as Attachment 8.1.3 – Accounts for Payment - December 2020.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$264.39.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15703 - 15783,		
		15786 - 15828	\$644,499.22	
	Cheque	020559 - 020574	\$19,496.90	
	Direct Debit	December 2020	\$126,039.78	
	Payroll	December 2020	\$187,609.53	<b>\$977,645.43</b>
Trust	EFT	15701 - 15702,		
		15784 - 15785	\$6,309.25	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$6,309.25</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	December 2020	\$42,686.25	<b>\$42,686.25</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of December 2020</b>				<b>\$1,026,640.93</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 8.1.3 – Accounts for Payment – December 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, Stevenson Trust and Licensing	EFT	EFT15700	EFT701
Municipal	Cheque	020558	020559
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 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**

*(7/2021) Moved: Cr Gilmore*

*Seconded: Cr Dickinson*

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$1,026,640.93 have been made during the month of December 2020.*

**Carried 7/0**

### 8.1.4 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	8/02/2021
Reporting Officer:	Tanya Ludlow, Finance Officer - Creditors / Payroll
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.4 – Accounts for Payment – January 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 January 2021 are provided as Attachment 8.1.4 – Accounts for Payment - January 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$0.00.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	15831 - 15859	\$168,314.01	
	Cheque	020575 - 020581	\$26,057.04	
	Direct Debit	January 2021	\$30,318.35	
	Payroll	January 2021	\$124,276.26	<b>\$348,965.66</b>
Trust	EFT	15829 - 15830	\$20.20	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$20.20</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	January 2021	\$33,345.25	<b>\$33,345.25</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of January 2021</b>				<b>\$382,331.11</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 8.1.4 – Accounts for Payment – January 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 Trust and Licensing	EFT	EFT15828	EFT15829
Municipal	Cheque	020574	020575
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 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**

**(8/2021) Moved: Cr Mason**

**Seconded: Cr Coppen**

*That Council reviews the list of accounts paid and acknowledges that payments totalling \$382,331.11 have been made during the month of January 2021.*

**Carried 7/0**

### 8.1.5 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.5.1 – Accounts for Payment – Credit Cards December 2020 Attachment 8.1.5.2 – Accounts for Payment – Credit Cards January 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 October 2020 to 27 November 2020 and 28 November 2020 to 29 December 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**

**(9/2021) Moved: Cr Mason                      Seconded: Cr Jacobs**

*That Council in accordance with Attachment 8.1.5.1 and Attachment 8.1.5.2 endorse credit card payments for the period 29 October 2020 to 27 November 2020 for \$3,345.38 and the period 28 November 2020 to 29 December 2020 for \$644.47.*

**Carried 7/0**

### 8.1.6 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.6.1 – Monthly Financial Report for month ending 31 December 2020 Attachment 8.1.6.2 – Monthly Financial Report for month ending 31 January 2021

#### SUMMARY

This report provides Council with the monthly financial reports for the months ending 31 December 2020 and 31 January 2021.

#### 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

##### December

Council maintained a solid cash position with \$3.8million in short term investment. There is still approximately \$1.6m of non-operating grant funding to be claimed as capital projects are completed.

Capital projects are still progressing and the cash impact will be seen over the next few months as projects begin to be completed. The grader purchase quotes will be obtained in the next few months and quotes requested for the remaining administration vehicles.

Approximately 86% of the outstanding rates have been collected to date this is a slight increase from 84.87% at the same time last year.

##### January

Council maintained a solid cash position with \$3.5million still in short term investment. There is still approximately \$1.3million in grant funding to claim.

Approximately 89% of the outstanding rates have been collected to date which is a slight increase from 86.27% at the same time last year.

Further information on the December and January 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 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**

**(10/2021) Moved: Cr Dickinson**

**Seconded: Cr Coppen**

*That Council accept the Statement of Financial Activity for the months ending 31 December 2020 included as Attachment 8.1.6.1 and 31 January 2021 included as Attachment 8.1.6.2 as presented, along with notes of any material variances.*

**Carried 7/0**

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 PROPOSED LOCAL LAWS - DOGS

Applicant:	Shire of Corrigin
Date:	4/02/2021
Reporting Officer:	Heather Talbot, Governance Projects Officer
Disclosure of Interest:	NIL
File Ref:	LE.0002
Attachment Ref:	Attachment 8.2.1 – Shire of Corrigin Dogs Local Law 2021

#### SUMMARY

Council is asked to endorse a new Dog Local Law prior to undertaking community consultation.

#### BACKGROUND

The Shire is in the process of making a new set of local laws following the review of local laws conducted in 2017. Most issues relating to dogs are dealt with under the *Dog Act 1976* and the associated Regulations.

A draft new *Shire of Corrigin Dogs Local Law 2021* is attached. If Council agrees, the draft local law can be advertised for public comment; the results must then be returned to Council for consideration before the local law can be made.

The Shire of Corrigin does not currently have a local law relating to the control of dogs. The Local Law review that was conducted in September 2017 Council resolved to adopt a new local law relating to dogs.

As part of the review the main reason for adopting a local law was to limit the number of dogs to be kept on a premises. This is something that Shire rangers have requested over a numbers years as there is currently no way of limiting the number of dogs permitted up to a maximum of 6 as set out in Section 26 of the *Dog Act 1976* below:

#### 26. **Limitation as to numbers**

- (1) *A local government may, by a local law under this Act —*
  - (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or*
  - (b) *limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.*
- (2) *A local law mentioned in subsection (1) —*
  - (a) *may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and*
  - (b) *cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and*
  - (c) *cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and*
  - (d) *cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).*

The matters that a local government may now make local laws about are listed in section 51 of the *Dog Act 1976*. For the effective control of dogs in the Shire of Corrigin (based on advice from the contract ranger) it is only necessary to make a local law that deals with dog confinement, limitation on the number of dogs and the requirement to pick up dog excreta.

There are no dog kennels in the Shire, and whilst it is unlikely that any will be established into the future, advice from the Shire Town Planner is that applications for kennel establishments can be controlled under the Local Planning Scheme.

Further advice has been sought from the West Australian Local Government Association (WALGA) and they have recommended that it would be prudent to include all matters contained in the WALGA model local law relating to the impounding of dogs and establishment of kennels. Whilst it is unlikely that there would be a need for a kennel establishment, and we have in place control measures under the Town Planning Scheme, if Council did get an application for a kennel or similar facility they would not have the power to approve it.

The section regarding impounding of dogs:

- Clarifies the power to impose fees and changes under section.6.16 of the *Local Government Act 1995*, as the *Dog Act 1976* does not include any comparable specific power.
- Establishes the CEO's power to determine pound opening times.
- Provides the process / evidence requirements for release of dogs.

Whilst not an area that can be controlled via a local law as part of the Local Law review conducted in 2017 it was also noted that the Shire currently has no areas where dogs are prohibited and where dogs may be exercised off a leash. These areas may be set by Council resolution (absolute majority) and by the giving of required local public notice under section 31(3A) of the *Dog Act 1976*.

#### **COMMENT**

As the Shire currently has no Dog Local Law it is suggested that a new local law be adopted. A draft *Shire of Corrigin Dogs Local Law 2021* is attached.

The proposed *Shire of Corrigin Dogs Local Law 2021* is based on the WALGA template Dogs Local Law.

As part of the local law making process the community will be provided opportunity to comment on the proposed local law. These comments must be considered by Council. Where alterations will make a local law significantly different to what was proposed the procedure for making the local law must be recommenced.

The process for adopting local laws is set out in section 3.12 of the *Local Government Act 1995*.

Amongst other things this requires a local government to give local public notice stating that it proposes to make a local law, the purpose and effect of which is stated in the notice for a period of at least six weeks. Copies of the local law are made available to anyone requesting a copy and a copy is also sent to the Minister for Local Government.

Section 3.12 *Local Government Act 1995* states that the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

The purpose and effect of the proposed *Shire of Corrigin Dog Local Law* is:

**Purpose:**

To make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises in the district and the manner of keeping those dogs, and to require the removal of dog excreta.

**Effect:**

To extend the control over dogs which exist under the *Dog Act 1976* and regulations. Once the community consultation phase is completed and feedback from the Minister is received these are to be considered by Council before it proceeds to make the local law.

As dog exercise or prohibited areas have never been made within the Shire of Corrigin now is also an appropriate time to make a formal decision on these areas. To complete this process, Council needs to make a decision by Absolute majority and local public notice is required. There is no requirement to receive feedback, just that notice must be given.

It is suggested that the following areas be declared a prohibited area under section 31(2)(b) of the *Dog Act 1976*:

- The main sports oval, which is the main playing field for cricket and football.
- The oval known as the hockey oval.

It is also suggested that the following areas be declared as a dog exercise area under section 31(3A) of the *Dog Act 1976*:

- The grassed area immediately east of the main sports oval at the recreation grounds (east of the lighting towers).
- The grassed area immediately east of the Shire Administration office know as Apex Park.

**STATUTORY ENVIRONMENT**

Section 51 of the *Dog Act 1976* provides that a local government may make local laws about dogs using the process set out in section 3.12 of the *Local Government Act 1995*.

**51. Local law making powers**

*A local government may so make local laws —*

*(a) providing for the registration of dogs;*

*[(b) deleted]*

*(c) specifying areas within which it shall be an offence (unless the excreta are removed) for any person liable for the control of a dog to permit that dog to excrete on any street or public place or on any land without the consent of the occupier;*

*(d) requiring that in specified areas a portion of the premises where a dog is kept must be fenced in a manner capable of confining the dog;*

*(e) providing for the establishment and maintenance of dog management facilities and other services and facilities necessary or expedient for the purposes of this Act;*

*(f) providing for the detention, maintenance, care and release or disposal of dogs seized;*

*(g) as to the destruction of dogs pursuant to the powers hereinbefore conferred;*

*[(h) deleted]*

- (i) *providing for the licensing, regulating, construction, use, and inspection of approved kennel establishments.*

**POLICY IMPLICATIONS**

New policy to manage Dog Exercise areas and prohibited dog areas.

**FINANCIAL IMPLICATIONS**

There are costs associated with the drafting, advertising and gazettal of the local law.

**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

**VOTING REQUIREMENT**

Simple Majority with regards to the adoption of a local law and Absolute Majority for the adoption of dog exercise and prohibited areas.

**K Biglin left the room at 3.23pm.**

**K Biglin and H Talbot entered the room at 3.26pm.**

**H Talbot left the room at 3.38pm.**

**COUNCIL RESOLUTION**

**(11/2021) Moved: Cr Mason                      Seconded: Cr Weguelin**

*The Shire President to read out loud section 2 (a) i and ii of the recommendation.*

- 1) *That Council pursuant to section 3.12 of the Local Government Act 1995 1995 resolves to:*
1. *Adopt the proposed Shire of Corrigin Dog Local Law 2021 for advertising;*
  2. *Give local public notice stating that:*
    - a. *The Shire of Corrigin propose to make a Dog Local Law;*
      - i. *The purpose of which is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises in the district and the manner of keeping those dogs, and to require the removal of dog excreta.*
      - ii. *The effect of which is to extend the controls over dogs which exist under the Dog Act 1976 and regulations;*
    - b. *A copy of the proposed local law may be inspected or obtained at the Shire administration office;*
    - c. *Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 6 weeks after the notice is given;*
  3. *As soon as the notice is given a copy of the proposed local law and notice to the Minister for Local Government, Culture and the Arts;*
  4. *Supply a copy of the proposed local law to any person requesting it;*
  5. *The results of the public consultation be presented to Council for consideration of any submissions received following the closure of submissions.*

**Carried 7/0**

**N Manton left the room at 3.43pm.**

**N Manton and H Talbot entered the room at 3.44pm.**

**OFFICER RECOMMENDATION**

2) *That Council declares by absolute majority the following areas as a prohibited area under section 31(2)(b) of the Dog Act 1976:*

- *The main sports oval, which is the main playing field for cricket and football.*
- *The oval known as the hockey oval.*

**COUNCIL RESOLUTION**

**(12/2021) Moved: Cr Jacobs                      Seconded: Cr Mason**

2) *That Council endorse the following areas as a prohibited area under section 31(2)(b) of the Dog Act 1976:*

- *The main sports oval, which is the main playing field for cricket and football.*
- *The oval known as the hockey oval.*

*The results of the public consultation be presented to Council for consideration of any submissions received following the closure of submissions.*

**Carried by 5/2**

The resolution differed from the officer's recommendation as Council required additional public consultation before declaring prohibited areas for dogs.

**H Talbot left the room at 3.55pm.**



**COUNCIL RESOLUTION**

**(13/2021) Moved: Cr Mason                      Seconded: Cr Jacobs**

3) That Council declares by absolute majority the following areas as a dog exercise area under section 31(3A) of the Dog Act 1976:

- *The grassed area immediately east of the main sports oval at the recreation grounds (east of the lighting towers).*
- *The grassed area immediately east of the Shire Administration office known as Apex Park.*

**Carried by Absolute Majority 6/1**

## 8.2.2 APPOINTMENT OF ACTING CEO

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	N Manton and K Caley declared a financial interest in this item as it relates to employment of CEO and Acting CEO.
File Ref:	PERSONNEL
Attachment Ref:	NIL

### SUMMARY

Council is requested to appoint an Acting Chief Executive Officer while the CEO takes six days annual leave from 5 -12 March 2021.

### BACKGROUND

The CEO plans to take six days of annual leave during March 2021 and an Acting CEO is required to oversee the operations of the Shire of Corrigin during that time.

### COMMENT

Ms Kylie Caley, Deputy Chief Executive Officer, has been employed at the Shire of Corrigin for 18 months and is a senior designated officer. Her current knowledge of governance and compliance matters, along with her understanding of the day to day operations of the Shire of Corrigin, mean that she is suitably qualified for the Acting CEO position.

Ms Caley will provide support to the finance, administration and works staff.

Given the short duration of the leave and cost, it was decided that in-house expertise was the most suitable option for Acting CEO.

Recent changes to the Local Government Act require local governments to prepare and adopt a policy regarding the employment or appointment of a person acting in the position of CEO. The existing Shire of Corrigin policy in relation to the appointment of a staff member in the position of Acting CEO has been amended and updated to provide additional detail and guidance.

### STATUTORY ENVIRONMENT

*Local Government Act 1995 (WA)  
s 5.36 and 5.37*

*5.39C. Policy for temporary employment or appointment of CEO*

*(1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —*

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;*
- (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

*\* Absolute majority required.*

*(2) A local government may amend\* the policy.*

*\* Absolute majority required.*

*(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(4) The CEO must publish an up-to-date version of the policy on the local government's official website.*

### POLICY IMPLICATIONS

5.23 Appointment of Acting CEO

## FINANCIAL IMPLICATIONS

Additional salary cost for Acting CEO while CEO is on leave is included in the annual salaries and wages 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
4.1.1	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

**(14/2021) Moved: Cr Coppen**

**Seconded: Cr Mason**

*That Council*

1. *Appoint Ms Kylie Caley, Deputy CEO, to the position of Acting CEO for the period 5 to 12 March 2021 while the CEO takes annual leave.*
2. *Amend the policy relating to the appointment of Acting CEO to provide clear direction and guidelines for the appointment of an Acting CEO as detailed in Appendix 1 below.*

**Carried by Absolute Majority 7/0**

## 5.23 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

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<b>Policy Owner:</b>	Governance and Compliance
<b>Person Responsible:</b>	Chief Executive Officer
<b>Date of Approval:</b>	17 October 2017, 20 October 2020
<b>Amended:</b>	February 2021

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**Objective:** To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 3 months in duration.

**Policy:** This policy applies for periods of planned leave such as long service leave, annual or personal leave as well as during periods of unforeseen extended absence of the Chief Executive Officer (CEO) for periods of leave up to 3 months.

1. The Local Government Act WA 1995 requires that a local government is to employ a person to be the CEO of the local government.
2. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the Deputy Chief Executive Officer (DCEO) is suitably qualified to perform the role of Acting CEO. In the event that the DCEO is unavailable to undertake the role of Acting CEO the Council has determined the most suitably qualified person will be the Governance Project Officer.
3. An application by the CEO for annual, personal or long service or other periods of extended absence is to be approved by the Shire President.
4. During periods of annual, personal and long service leave, or other periods of extended or unplanned absence, it is appropriate for an Acting CEO to perform the duties of the CEO in order to ensure the efficient operation of the shire administration.
5. The DCEO will be appointed to the role of Acting CEO at the discretion of the CEO, subject to officer performance and dependent on availability and operational requirements.
6. Appointment to the role of Acting CEO must be made in writing by the CEO.
7. Appointment to the role of Acting CEO may only be made by the CEO for periods of leave greater than one week and less than three months. A Council resolution is required for periods exceeding three months.

~~1.—Appointment of a person to a designated senior employee position on a temporary or acting basis will be in accordance with *Local Government Act 1995 s 5.39 (1a)*.~~

~~2.—In the event of an unforeseen absence of the CEO then the default Acting CEO will be the Deputy CEO, (and if the Deputy CEO is unavailable the Governance Project Officer) for a period not exceeding ten (10) working days.~~

### 8.2.3 NATIVE TITLE SETTLEMENT

Applicant:	Shire of Corrigin
Date:	3/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0060
Attachment Ref:	NIL

#### SUMMARY

Council is requested to provide comment to the Department of Planning, Lands and Heritage regarding the land parcel within the Shire of Corrigin for potential transfer to the Noongar Boodja Trust as part of the South West Native Title Settlement.

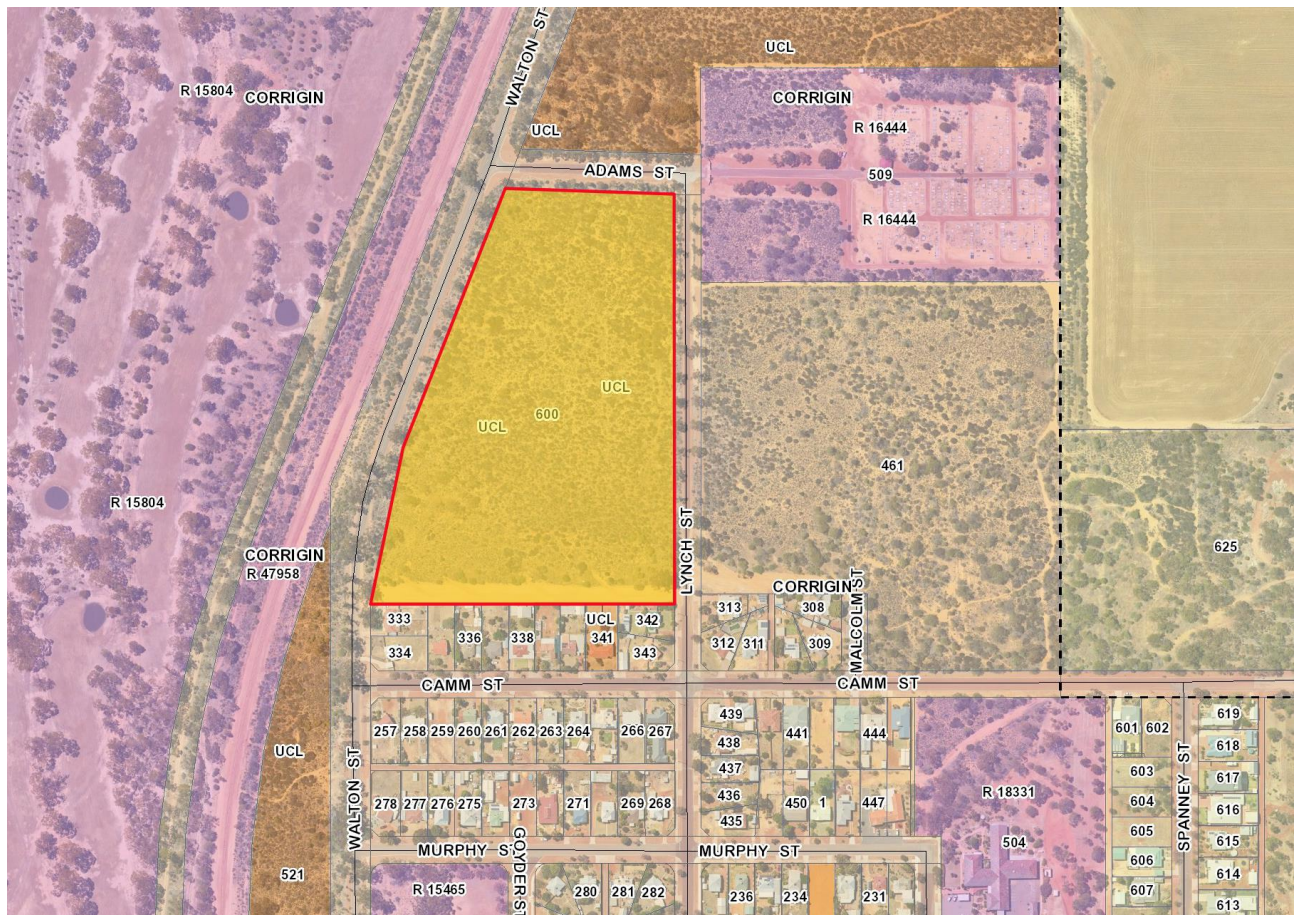
#### BACKGROUND

The State of Western Australia has committed to allocating up to 320,000 hectares of Crown land to the Noongar People to create the Noongar Land Estate, in accordance with the six registered Indigenous Land Use Agreements (ILUA) for the South West Native Title Settlement (the Settlement). The ILUAs were registered at the National Native Title Tribunal on 17 October 2018 and all necessary legal processes have now been concluded. As a result, conclusive registration of the ILUAs and the commencement of the Settlement will occur in early 2021.

The Department of Planning, Lands and Heritage will continue work to meet key ILUA obligations in relation to the establishment of the Noongar Land Estate, in accordance with the Noongar Land Base Strategy (Annexure J to the ILUAs). The Noongar Land Base Strategy involves the identification and assessment of land parcels within the boundaries of the Settlement, for potential transfer to the future Noongar Boodja Trust. Part of the assessment process includes the referral of land parcels to relevant agencies for comment.

The Shire of Corrigin is invited to provide comments on the land parcel below in relation to the following:

- Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
- Does the Shire have any interest in the land?
- Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
- Is the land parcel subject to any mandatory connection to services?
- Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
- Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
- Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
- Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
- Please provide any additional comments on the proposed transfer of this land as part of the Settlement.



**COMMENT**

The only property identified in the Shire of Corrigin is Unallocated Crown Land at Lot 600 on Deposited Plan 418935 which is bounded by Walton, Adams, Lynch and Camm Streets in the north-western part of the Corrigin townsite.

The following key points are made in response to the land identified for potential transfer to the Noongar Booja Trust as part of the South West Native Title Settlement:

1. The southern portion of Lot 600 is classified Residential zone with a density coding of R20;
2. The northern portion of Lot 600 is classified Public Open Space, the purpose of which is to create a suitable buffer to the local cemetery located immediately east;
3. There is scope to subdivide the Residential zoned portion of Lot 600 however a suitable Structure Plan will need to be prepared and endorsed by Council and the WA Planning Commission (WAPC) prior to lodgement of any subdivision application. The Structure Plan is required to guide all future subdivision development of the land;
4. If the WAPC approves a subdivision application based on an approved Structure Plan, it will be conditional upon construction of new internal roads and associated stormwater drainage infrastructure and the provision of electricity, reticulated water and reticulated sewerage disposal infrastructure amongst other things as determined by the WAPC;
5. There are no proposals to amend the current Residential zoning or R20 density coding applicable to the land under the Shire’s current Local Planning Scheme No.2 in the short to medium-term futures;
6. The land has been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone which has significant implications in terms of any future residential subdivision and development thereafter. This issue will need to be considered and addressed during preparation of the required Structure Plan;



7. The existing native vegetation on the land is also highly problematic as any future development for residential purposes will invariably require a significant amount of vegetation clearing works. The Environmental Protection Authority (EPA) and Department of Water and Environmental Regulation (DWER) will therefore require fairly high level flora and fauna investigations and reports in support of any Structure Plan that may be prepared to assess the potential environmental impacts. There is no guarantee that the EPA / DWER will support any proposed clearing works so there is a significant risk associated with any future proposed residential subdivision of the property;
8. Due to the land's close proximity to the existing railway line immediately west, any proposed Structure Plan will also need to consider and account for the guidance and requirements of State Planning Policy 5.4 entitled Road and Rail Noise; and
9. The land does appear to be subject to any flooding or inundation during extreme storm events.

### STATUTORY ENVIRONMENT

*Land Administration (South West Native Title Settlement) Act 2016*

### POLICY IMPLICATIONS

NIL

### FINANCIAL IMPLICATIONS

NIL

### COMMUNITY AND STRATEGIC OBJECTIVES

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

#### Objective: Leadership

**Strong Governance and leadership**

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.1	Provide leadership, communication and active engagement with the community	4.1.1.1	Elected members provide strategic leadership for the benefit of the community.

### VOTING REQUIREMENT

Simple Majority

### COUNCIL RESOLUTION

**(15/2021) Moved: Cr Coppen**

**Seconded: Cr Weguelin**

*That Council authorises the Chief Executive Officer to prepare a submission to the Department of Planning Lands and Heritage, noting the Shire of Corrigin's interest in Lot 600 on Deposited Plan 418935 bounded by Walton, Adams, Lynch and Camm Streets in the north-western part of the Corrigin townsite.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(16/2021) Moved: Cr Jacobs                      Seconded: Cr Coppen**

*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**

**8.2.4 CORRIGIN RECREATION CENTRE**

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CP.0075
Attachment Ref:	Attachment 8.2.4 - Confidential Attachment

**REASON FOR CONFIDENTIALITY**

The agenda item is confidential in accordance with s5.23 (2) the *Local Government Act 1995* because it deals with matters affecting:

s5.23 (2)(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;

**SUMMARY**

**BACKGROUND**

**COMMENT**

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 (WA)*  
*s.5.43(ha) limits on delegations to CEO*  
*s. 9.49A (4).execution of documents*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Legal fees associated with CREC roof defects.

**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**

Simple Majority

**COUNCIL RESOLUTION**

**(17/2021) Moved: Cr Coppen**

**Seconded: Cr Gilmore**

*That Council authorise the CEO to progress the matter in accordance with the legal advice received.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(18/2021) Moved: Cr Weguelin**

**Seconded: Cr Mason**

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

**Carried 7/0**

## 8.2.5 LOCAL GOVERNMENT CHILD SAFETY OFFICERS AND REPORTABLE CONDUCT SCHEME CONSULTATION

Applicant:	Shire of Corrigin
Date:	3/02/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PERSONNEL
Attachment Ref:	Attachment 8.2.5.1 - Discussion Paper - Child Safety Officers Attachment 8.2.5.2 - Reportable Conduct Scheme Green Bill. Attachment 8.2.5.3 - Reportable Conduct Scheme Information Sheet. Attachment 8.2.5.4 - National Principles for Child Safe Organisations 2019

### SUMMARY

Council is requested to respond to the Department of Local Government, Sport and Cultural Industries discussion paper on the appointment of local government Child Safety Officers.

### BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSC) is implementing reforms from the recommendations of the Royal Commission into Institutional responses to Child Sexual Abuse (the Royal Commission).

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The final report contained 409 recommendations aimed at developing effective government regulation, improving institutional governance and increasing community awareness of child sexual abuse in institutions.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations
- developing a State policy position on the Royal Commission's recommendation 6.12 specifying that local governments should designate child safety officers from within existing staff profiles.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body.
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body.
- out-of-home care providers be accredited by an independent oversight body.
- youth detention environment to comply with the National Principles and their compliance be monitored by an independent oversight body.

Ombudsman WA has drafted the Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020. The Bill obliges heads of organisations, including local governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The

standards have since been incorporated into the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in February 2019. The National Principles provides guidance to organisations to create child safe cultures and practices (Attachment 8.2.5.4). The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented. Organisations undertaking child-related work, such as local governments, are encouraged to provide comment by completing an online survey before 26 February 2021.

Royal Commission Recommendation 6.12 states that local governments should designate child safety officer positions from within existing staff profiles. The Department of Communities and DLGSC have drafted a discussion paper for the WA Local Government sector to better understand and respond to this recommendation (Attachment 8.2.5.1)

The State Government is seeking a formal response to the discussion paper, preferably through council, from local governments by 2 April 2021. Responses will inform the development of the State Government's policy position.

The State Government acknowledges that local governments will have differing levels of understanding of the Royal Commission and child safeguarding reforms.

Further information relating to the Independent Oversight System including how to provide a response is available on [wa.gov.au](http://wa.gov.au)

The following is extracted from the Royal Commission's findings:

*Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.*

*The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.*

*The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.*

*The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows.*

*Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial*

*investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.*

*The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in these areas within some local governments to promote child safety, as recommended by the Royal Commission:*

- *Community safety;*
- *Community and club development;*
- *Governance and risk;*
- *Communications; and*
- *Disability Access and Inclusion.*

*It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.*

*Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.*

*It is expected that child safety officers would be supported by relevant agencies, such as Commissioner for Children and Young People (CCYP), the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.*

*While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.*

*Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.*

*To implement this function would include:*

- *Identifying needs within the local community and key services providing support in meeting these needs.*

- *Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.*
- *Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.*

The Royal Commission noted the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas, where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, such as libraries, swimming pools and childcare;
- providing spaces for community activities such as halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection.

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community.

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

#### **COMMENT**

The proposal includes new legislation that will mandate the role of employees in providing children's facilities or services to ensure that the potential misconduct and the relevant organisation is reported via its Principal Officer (or Chief Executive Officer) and has appropriate mechanisms in place to encourage and receive reporting.

The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a suggested approach (by the Royal Commission and State Government) to meet the principles outlined by the Royal Commission.

The recommendation of the Royal Commission whereby local governments do not need to provide additional financial investment into implementing a child safety officer role and suggestion that existing community safety positions within local governments could be expanded is unrealistic for small local governments.

Small rural local governments are under significant pressure to provide a range of services to the community on very limited income. The capacity of local governments to simply absorb the cost of expanding the role of existing staff, or engaging additional staff, to take on the role of Child Safety Officer along with the required training and support is unreasonable.

Where local governments have limited resources to create child safety officer positions the Royal Commission suggests that state and territory governments may be able to provide assistance. The State Government has an existing role in child protection via the Department of Child Protection and is well placed to deal with child safety issues through its network of metropolitan and regional offices located throughout the state.

It is recommended that the Shire of Corrigin respond to the consultation outlining the inability to absorb the costs associated with providing a Child Support Officer function from within existing staff or engaging additional staff.

It is recommended that the Shire of Corrigin respond to the consultation in support of the National Principles for Child Safe Organisations being:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Responses to the DLGSC consultation are due to the Department of Communities by close of business on Friday 2 April 2021.

#### **STATUTORY ENVIRONMENT**

NIL

#### **POLICY IMPLICATIONS**

NIL

#### **FINANCIAL IMPLICATIONS**

The requirement to appoint a Child Safety Officer at every local government in Australia will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies who already have this role.

The Department of Child Protection and Police Department are generally responsible for child safety in Western Australia. The recommendations of the Royal Commission effectively move the some elements of responsibility for child safety to local governments without offering any additional funding or resources.

**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**

Simple Majority

**COUNCIL RESOLUTION**

**(19/2021) Moved: Cr Gilmore**  
*That Council*

**Seconded: Cr Jacobs**

1. *Respond to the Department of Local Government, Sport and Cultural Industries Discussion Paper objecting to the recommendation that local governments in WA appoint Child Safety Officers, either to an existing position, or an additional employee. Further noting that this function is best delivered by the Department of Child Protection being a State Government Agency with an existing child protection role and appropriately trained officers located throughout the state including regional centres.*
2. *Support the National Principles for Child Safe Organisations.*
3. *Endorse the principles outlined in the draft Reportable Conduct Scheme Bill.*

**Carried 7/0**

**COUNCIL RESOLUTION**

**(20/2021) Moved: Cr Dickinson      Seconded: Cr Jacobs**

*That council allow a late item*

**Carried 7/0**

**8.2.6 LATE ITEM - CODE OF CONDUCT FOR COUNCIL MEMBERS,  
COMMITTEE MEMBERS AND CANDIDATES**

Applicant:	Shire of Corrigin
Date:	16/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.6.1 - <i>Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates</i> Attachment 8.2.6.2 - Form for lodging complaints

**SUMMARY**

The government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election.

**BACKGROUND**

The Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government.

Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new s.5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the Local Government's adopted Code of Conduct.

The Department Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates and a template complaints form.

The Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates outline the following key actions:

1. Local Governments should provide an induction to train Council Members, Committee Members and the CEO in the provisions of the Model Code, as it will be taken to be the Local Government's adopted Code of Conduct from 3 February 2021.
2. DLGSC has advised that by 24 February 2021, Local Governments should authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the, President, Deputy President, CEO or external consultant. Local Governments must also approve a complaint form in accordance with cl. 11(2) (a). The DLGSC template may be used for this purpose.



3. Local Governments should begin developing a complaints handling policy and procedure for adoption by Council. DLGSC's Guidelines provide some suggestions but significant additional work will be required. If Local Governments receive complaints immediately, WALGA recommends that local governments acknowledge and accept the lodgement, but advise that the complaint cannot be progressed until a policy and procedure are adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.
4. The adopted Code of Conduct may include additional behavioural requirements that are not inconsistent with the Model Code of Conduct. Local Governments may wish to commence workshops / consultation with Council Members to consider any additional behavioural requirements for incorporation in the Code of Conduct for adoption.
5. The CEO must publish the adopted Code of Conduct on the Local Government's official website (new s.5.104 (7)). As the Model Code of Conduct is taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

### **COMMENT**

In order to comply with the *Local Government (Model Code of Conduct) Regulations 2021*, local governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates within three (3) months of the regulations taking effect.

To account for any breaches occurring from the first day that the regulations take effect, the Shire of Corrigin is required to authorise at least one person to receive complaints by 24 February 2021.

WALGA has strongly advocated against this element of the Model Code of Conduct, and will continue to call on DLGSC to ensure the sector is adequately supported to implement this new process. WALGA will continue to advocate to DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions.

It is expected that further refinement of the Code of Conduct and complaints handling process will be developed in coming months to meet the three (3) month deadline and will be presented separately for approval by Council.

In the interim, the Model Code of Conduct has been recommended to ensure compliance with the new regulations.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Administration) Amendment Regulations 2021*

*Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

*Local Government (Model Code of Conduct) Regulations 2021.*

### **POLICY IMPLICATIONS**

4.1 Code of Conduct to be repealed and replaced with the Model Code of Conduct  
A new Code of Conduct will be required for employees.

### **FINANCIAL IMPLICATIONS**

There are no known financial implications other than officer time and minor administrative costs.

## 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

**(21/2021) Moved: Cr Mason**

**Seconded: Cr Dickinson**

*That Council*

1. *Repeal the existing Code of Conduct for Council Members, Committee Members and Employees listed as Shire of Corrigin Policy 4.1;*
2. *Adopt the new Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates, listed as Attachment 8.2.6.1, to comply with section 5.104 of the Local Government Act 1995*
3. *Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;*
  - a. *Clause 11 (2), adopt the form for lodging complaints, listed as Attachment 8.2.6.2;*
  - b. *Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:*
    - i. *Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;*
    - ii. *Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;*
    - iii. *Complaints about the Shire President – the Deputy Shire President; and*
    - iv. *Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.*
4. *request the Chief Executive Officer to ensure that both of the updated / adopted Codes of Conduct are published on the Shire's official website, as soon as practical in compliance with sections 5.551A (3) and 5.104 (7) of the Local Government Act 1995,.*
5. *Request the Chief Executive Officer prepare an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version and any model available from WALGA and in compliance with section 5.51A of the Local Government Act 1995.*

**Carried by Absolute Majority 7/0**

## 8.3 WORKS AND SERVICES

### 8.3.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 2

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton Chief executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0123
Attachment Ref:	NIL

#### SUMMARY

This item seeks Council endorsement of the proposed projects for the Local Roads and Community Infrastructure Program (LRCIP) Phase 2 grant.

#### BACKGROUND

In 2020 the Australian Government announced new funding for the Local Roads and Community Infrastructure Program (LRCI Program). The objective of the funding is to support local councils to deliver priority local road and community infrastructure projects, supporting jobs and the resilience of local economies to recover from the COVID-19 pandemic.

Eligible local road projects involve the construction or maintenance of roads managed by local governments. Community infrastructure projects eligible for the funding involve the construction, maintenance and/or improvements to council-owned assets that are generally accessible to the public.

In order to be eligible for consideration for the LRCIP funding projects are required to be in addition to existing work plans for 2020/21 or brought forward from future years. The purpose of the funding is to enable local governments to undertake additional infrastructure projects over and above what was planned to be undertaken using own funds, to stimulate local economy and create employment opportunities.

The previous allocation of funding under the LRCIP Phase 1 was allocated to the Bending Road Project.

#### COMMENT

Continuing to provide infrastructure to support social wellbeing of the community was identified as a key objective of the Strategic Community Plan 2017-2027.

It is recommended that the LRCIP Phase 2 funding be allocated to a community infrastructure or building project rather than a road project since the road construction team are heavily committed with existing funding, plus additional projects already planned for the 2021/22 and 2022/23 financial years. The capacity to deliver additional road projects and secure contractor services is limited and it is unlikely that a road project could be completed within the required timeframe.

Following previous consultation with Council, contractors and staff, the urgent conservation works on the Corrigin Town Hall and Old Roads Board Building has been selected as the highest priority project. The painting of the exterior of the Town Hall and urgent conservation work on Old Roads Board Building meet the eligibility requirements of the grant funding and are achievable by the December 2021 timeframe as outlined in the grant agreement:

The Shire of Corrigin 10 Year Building Plan includes provision for painting the exterior of the Corrigin Town Hall in the 2021/22 financial year and restumping of the Old Roads Board building in 2022/23 financial year. The funding allocation in the future building plan is likely to be insufficient to complete the urgent conservation works outlined in the 2018 Conservation Management Strategy for the Corrigin Town Hall and Old Road’s Board building.

Allocating the funding to these projects will to ensure the iconic heritage buildings are preserved for future generations.

**STATUTORY ENVIRONMENT**

*Local Government Act WA 1995*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The LRCIP funding of \$344,511 would is in addition to the adopted budget and would require a budget amendment on signing of the grant agreement and confirmation of the timing of the grant payment.

There are no requirements for Council to co-fund the project.

**COMMUNITY AND STRATEGIC OBJECTIVES**

Shire of Corrigin Strategic Community Plan 2017-2027

**Objective: Leadership**

**Strong Governance and leadership**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council authorise the CEO to prepare and lodge the LRCIP application for conservations works to the Corrigin Town Hall and Old Roads Board building.*

**COUNCIL RESOLUTION**

**(22/2021) Moved: Cr Gilmore**

**Seconded: Cr Jacobs**

*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.*

**Carried 7/0**

The resolution differed from the officer's recommendation as Council decided to allocate a portion of the funds to purchase a new Standpipe controller for Loch Ness Dam.

### 8.3.2 PERFORMANCE BASED STANDARD SCHEME VEHICLE ACCESS APPROVAL

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	TT.0001
Attachment Ref:	NIL

#### SUMMARY

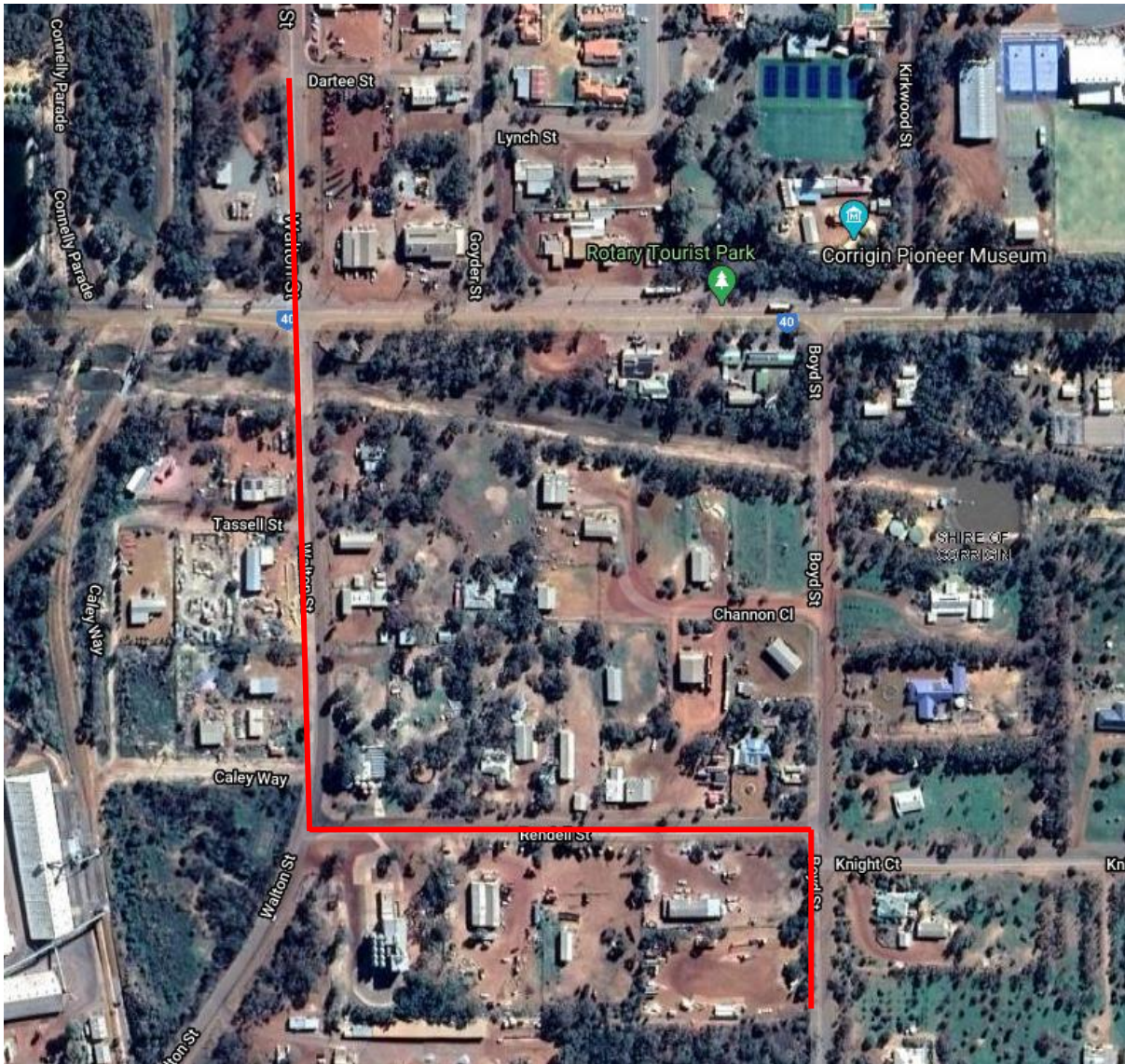
Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for roads in the Shire of Corrigin to be upgraded to AMMS Level 3 Mass.

#### BACKGROUND

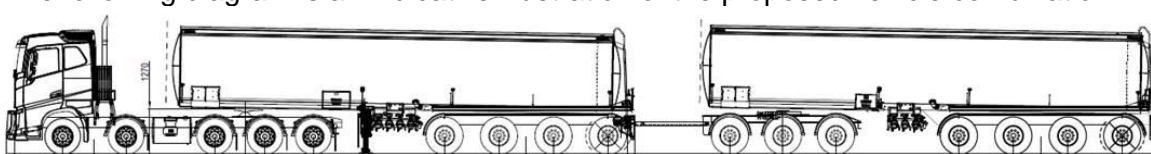
Main Roads WA Heavy Vehicle Services (HVS) has received a 32.44m Tri Drive A Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting AMMS Level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups). HVS are seeking support for the following roads to be added to the following networks / approved routes:

Road Name	Road Number	Start Point	Start SLK	End Point	End SLK	Access Currently Approved	Support Required
Boyd St	4040147	Rendell St	0.37	Fuel Access	0.50	Tandem Drive 7 & 4.2 Tri Drive 1 & 1.2	PBS 2B Tandem Drive 4.3 Tri Drive 3 & 3.3
Rendell / Surburban St	4040148	Boyd St	0.00	Corrigin South Rd	0.36	Tandem Drive 7 & 4.2 Tri Drive 1 & 1.2	PBS 2B Tandem Drive 4.3 Tri Drive 3 & 3.3
Corrigin South Rd	4040014	Walton St & Kunjin St	0.00	Rendell/ Surburban St	0.36	Tandem Drive 7 & 7.3 Tri Drive 1 & 1.3	PBS 2B Tri Drive 3 & 3.3
Walton St	4040124	Brookton Hwy	0.00	BP Access	0.16	Tandem Drive 7 & 4.3 Tri Drive 1 & 1.3	PBS 2B Tri Drive 3 & 3.3





The following diagram is an indicative illustration of the proposed vehicle combination.



More information on the specific combinations is available on the Main Roads website below.

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/tri-drive-prime-mover-concessional-network-level-3-vehicle-description-and-category-chart.pdf>

<https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/getting-a-permit/amms/prime-mover-trailer-concessional-network-level-3-vehicle-description-and-configuration-chart.pdf>

## **COMMENT**

Council has a responsibility to ensure that the road network is as safe as possible 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 as well as economic benefits for the shire.

Main Roads have indicated that the PBS scheme offers potential for heavy vehicle operators to achieve higher productivity and improved safety through innovative vehicle designs including:

- Braking capability and vehicle stability is improved with a mandatory requirement in WA for Electronic Braking Systems (EBS) and Rollover Stability Systems (RSS), which is not a requirement on conventional road trains.
- PBS vehicles are often height restricted, which is determined by the PBS assessment which further reduces the rollover risk and improves overall stability.
- PBS vehicles are subject to stringent axle spacing requirements, reducing the impact on the road infrastructure.
- PBS vehicles reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.

It is recommended that Council inform Main Roads Heavy Vehicle Services that the application for PBS 2B, Tandem Drive 4.3, Tri Drive 3 and 3.3 access to Boyd Street, Rendell Street, Corrigin South Road and Walton Street is not supported for the following reasons:

- Anticipated damage to road surface from screwing of tyres when turning at corner of intersection roads.
- Poor condition on sections of existing bitumen surface will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 116 tonnes.

## **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

## **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

**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

**(23/2021) Moved: Cr Weguelin**

**Seconded: Cr Gilmore**

*That Council inform Main Roads Heavy Vehicle Services that the application for a 32.44m Tri Drive A Double Performance Based Standard (PBS) Scheme Vehicle Access Approval, requesting AMMS Level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups) is not supported for the following reasons:*

- Poor condition on sections of existing bitumen surface which will require significant investment to upgrade road, including stabilisation, to accommodate additional load of up to 116 tonnes.*
- Anticipated damage to road to road surface from screwing of tyres on entering and exiting intersections.*

**Carried 7/0**

### 8.3.3 REQUEST TO UPGRADE ROADS TO RAV 7

Applicant:	Shire of Corrigin
Date:	9/02/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
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) 7 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 4 to RAV Network 7.

The Shire of Corrigin is requested to provide support as the road owner to upgrade the following sections of road to RAV 7 including any comments relating to road condition, planning conflicts or development issues that may be impacted.

Heavy Vehicle Services (HVS) has received an application to add the following section of roads onto the Restricted Access Vehicle (RAV) Network:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	Access Supported (Yes or No)	Traffic Count (AADT)	School Bus Route (Yes or No)	
4040001	Bendering Rd	Corrigin Kondinin Rd (0.00)	Pruden Rd (27.83)	RAV 4	RAV 7	Yes	<75	Yes	Local Distributor Sections recently upgraded Joins RAV 7 in Shire of Kondinin. Suggest upgrade to RAV 7 for consistency with neighbouring shire with conditions 60km per hour and with no operation on unsealed section when visibly wet without road owner approval.
4040156	Bond Rd	Bendering Rd (0.00)	LGA Boundary (3.60)	Nil	RAV 7	No	<75	No	Minor road not identified as local distributor. Not required as adjacent Biglin Road RAV 7 Salty land around Kurrenkutten lakes

## COMMENT

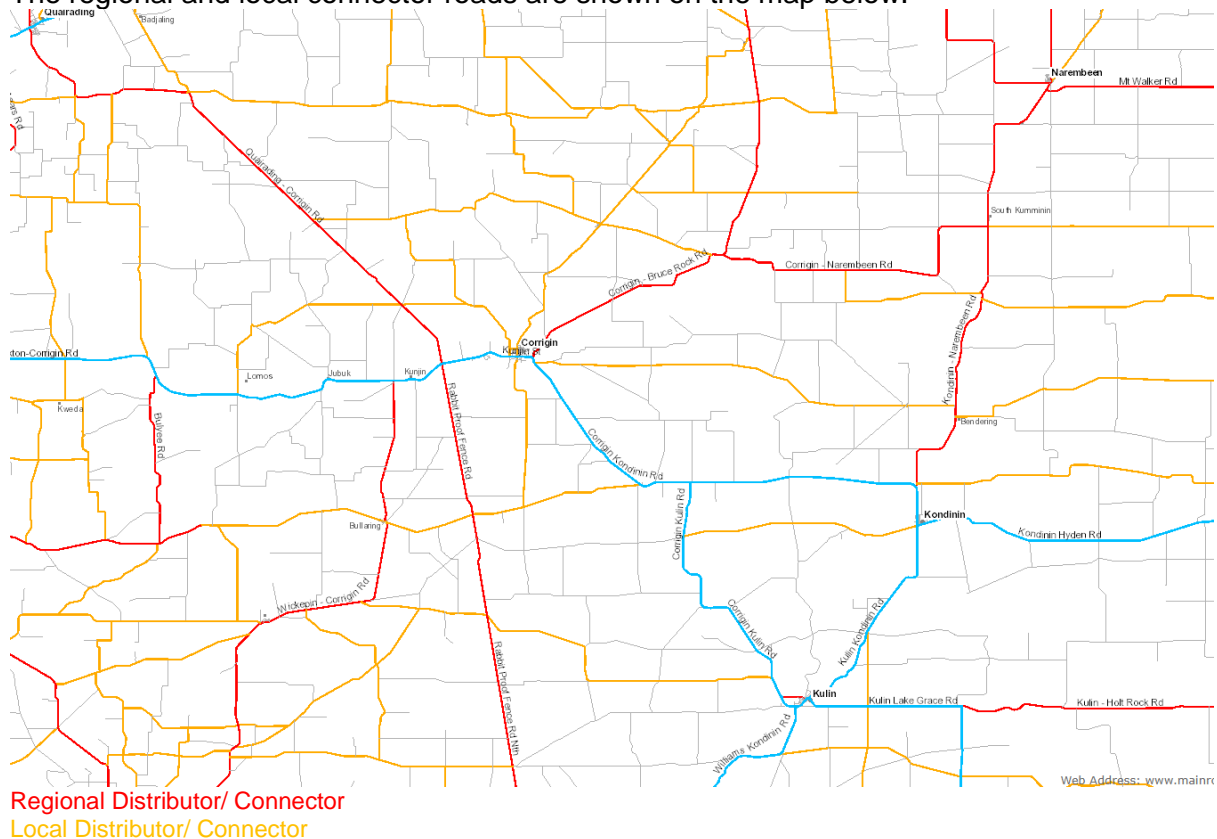
Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this, Council has committed to implementing a systematic management regime across the road network that aims to balance optimal maintenance, minimising whole of life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

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.



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

**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**

**(24/2021) Moved: Cr Coppen**

**Seconded: Cr Dickinson**

*That Council*

1. *support the request for Bending Road, to be upgraded to RAV 7 based on the road hierarchy for local and regional distributors, connection to neighboring shire, recent bitumen road surface upgrade and previously supported RAV upgrades.*
2. *not support the request for Bond Road to be added to the RAV 7 network based on the classification as a minor road and not identified as a regional or local distributor road as well as the condition of the road in saline landscape.*

**Carried 7/0**

### 8.3.4 BUDGET AMENDMENT – DISPOSAL OF GRADER

Applicant:	Shire of Corrigin
Date:	10/02/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0022
Attachment Ref:	NIL

#### SUMMARY

Council is asked to consider an amendment to the plant replacement adopted in the 2020/21 Annual Budget to increase reliability of the Shire's fleet.

#### BACKGROUND

Approval was granted in 2020/21 budget for the Caterpillar 12M grader to be traded as per the 10 year plant replacement program.

#### COMMENT

Since the budget was adopted, Council has been granted significant additional road funding for the current year and to continue into the near future.

With the extra funding being granted to Council consequently it has increased the pressure on staff and the fleet to deliver more on the road program within tight deadlines. The importance of having reliable machinery over the next few years is imperative as the down time and delays due to breakdowns will heavily impact our ability to deliver on the key performance indicators of the funding.

The 2020/21 budget included a trade in of CR11 Caterpillar 12M grader, however after being advised of the extra road works staff have assessed the reliability of the current fleet against the items budgeted to be traded in this financial year. Consideration was given to using contractors to assist with the delivery of the extra work however as there are several Council's that have been granted the extra funds, Contractors are also under pressure and are stretched with time. The guarantee that they would be able to carry out the work within the deadlines is minimal.

In order to ensure that works will be able to continue with minimal disruption by the Shire's works and services staff it is requested that Council consider amending the budget to dispose of the Volvo G930 rather than retain it for maintenance grading and retain the Caterpillar 12M for flexibility in usage.

The Caterpillar 12M was purchased in 2012 and to date has done 8,128 hours and is in good condition. The 12M has 14ft blades which is consistent with the 2014 Caterpillar 12M Grader (CR26) and proves to have more efficient coverage of the road surface.

The Volvo G930 was purchased in 2009 and to date has done 6,668 hours and is in fair condition. The Volvo has 12ft blades which are not as efficient as the larger blade and are not consistent with the other machine/s.

## STATUTORY ENVIRONMENT

Local Government Act 1995:

- s. 3.42 - Delegation of some powers and duties to the CEO
- s. 3.57- Tenders for providing goods or services
- s. 3.58 - Disposing of property

Local Government (Functions and General) Regulations –

- r.18 - Choice of tender

## POLICY IMPLICATIONS

NIL

## FINANCIAL IMPLICATIONS

2020/2021 Annual Budget – \$450,000 allocated to replace CR11 Caterpillar Grader, \$280,000 from cash, \$20,000 from Plant Replacement Reserve and \$150,000 trade in. Further cash or reserve funds will be required to be allocated in the budget review as the trade in will be reduced to approximately \$42,000 - \$45,000.

## COMMUNITY AND STRATEGIC OBJECTIVES

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

**Objective: Leadership**

**Strong Governance and leadership**

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

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

## VOTING REQUIREMENT

Absolute Majority

## COUNCIL RESOLUTION

**(25/2021) Moved: Cr Gilmore**

**Seconded: Cr Weguelin**

*That Council:*

1. Approve the disposal of the Volvo G930 grader, instead of the Caterpillar 12M and the shortfall in budgeted funds for the trade be allocated from the Plant Replacement Reserve and reflected in the budget review.

**Carried by Absolute Majority 7/0**



## **9 CHIEF EXECUTIVE OFFICER REPORT**

### **Annual Report and Electors Meeting**

Council presented the 2019/20 Annual Report and audited financial statement to community members at the Annual Electors meeting on 2 February 2021. The report was audited by independent auditors as well as the Office of the Auditor General and was required to comply with Australian accounting standards as well as the requirements of the Local Government Act 1995. The financial report takes many months to prepare and is a detailed analysis of the shire's financial position at the end of the financial year. Thank you to Ms Kylie Caley, Deputy CEO, and the administration team for completing the report in time for it to be endorsed by the Council at the December Council meeting.

### **Wellness Centre Redevelopment**

The services of Regional Office of Architecture were recently engaged to redesign the existing, outdated Corrigin Wellness Centre to incorporate new consulting rooms for the dentist and visiting allied health practitioners. The building is currently used by a visiting chiropractor, massage therapist, audiologist and optometrist. The rooms are outdated and no longer provide adequate facilities for the health professionals or their clients. The dental surgery located in Kirkwood Street has structural faults and is no longer fit for purpose.

The proposed redevelopment will also include a new roof over the entire building. It is expected that with careful planning any disruption to the Corrigin Medical Centre and Wellness Centre will be kept to a minimum.

### **Road Works**

The construction work on the Bendering Road is progressing well and it is almost ready for the final seal. The outside crew are on track to complete the large capital works program in the next few months and will then move the focus back to road maintenance.

### **Australia Day Breakfast**

I returned from a couple weeks of leave in time to attend the Australia Day Breakfast. Thank you to Shire President, Des Hickey, Heather, Pippa and Tayla from the CRC for organising such an excellent event. Thank you to our Australia Day Ambassador Ashleigh Small for attending and Marie Leach for sharing her story. Thank you also to the Rotary volunteers for cooking the breakfast that was enjoyed by approximately 130 people.

## **10 PRESIDENT'S REPORT**

The President welcomed everyone back and thanked council for their attendance at the first council meeting for the year.

The President made special mention to the Australia Day Breakfast hosted by the CRC in January. The event was a big success and well attended. Guest speakers Ashleigh Small and Marie Leach were both inspiring and interesting to listen to.

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

Cr Jacobs congratulated the Bulyee Community for raising \$5,000 at a fundraising event held on 14 February 2021 at the Bulyee Hall, to be donated to the recent bush fires in the Perth hills.

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

**13 INFORMATION BULLETIN**

**14 WALGA AND CENTRAL ZONE MOTIONS**

**15 NEXT MEETING**

Ordinary Council meeting on Tuesday 16 March 2021 at 3.00pm.

**16 MEETING CLOSURE**

The President, Cr Des Hickey closed the meeting at 4.48pm.

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