



A G E N D A

ORDINARY COUNCIL MEETING

17 December 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 17 December 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

12.30pm – 1.00pm	Lunch
1.00pm – 1.30pm	Audit and Risk Management Meeting
1.30pm – 2.45pm	Discussion Forum
2.45pm – 3.00pm	Afternoon Tea
3.00pm	Council Meeting
5.30pm	Annual Christmas Dinner

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



Natalie Manton
Chief Executive Officer
12 December 2024

Disclaimer:

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

This document can be made available (on request) in other formats for people with a disability

Strengthening our community now to grow and prosper into the future

Contents

1	DECLARATION OF OPENING	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
3	PUBLIC QUESTION TIME	4
4	MEMORIALS	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
6	DECLARATIONS OF INTEREST	4
7	CONFIRMATION OF MINUTES.....	5
7.1	PREVIOUS COUNCIL MEETING	5
7.1.1	ORDINARY COUNCIL MEETING	5
7.2	COMMITTEE MEETINGS	5
7.2.1	AUDIT AND RISK MANAGEMENT COMMITTEE.....	5
8	MATTERS REQUIRING A COUNCIL DECISION.....	6
8.1	CORPORATE AND COMMUNITY SERVICES.....	6
8.1.1	ACCOUNTS FOR PAYMENT	6
8.1.2	MONTHLY FINANCIAL REPORT	8
8.2	GOVERNANCE AND COMPLIANCE.....	10
8.2.1	AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2024	10
8.2.2	DISPOSAL OF PROPERTY – LEASE CORRIGIN DENTAL SURGERY	14
8.2.3	ORDINARY COUNCIL MEETING DATES 2025	17
8.2.4	AUSTRALIA DAY AWARDS.....	19
8.2.5	CUSTOMER SERVICE CHARTER REVIEW	22
8.2.6	DEVELOPMENT APPLICATION – PROPOSED ‘FAMILY DAY CARE’ FACILITY	24
8.2.7	THE PADDOCK CAMP – REQUEST FOR REDUCTION OF DEVELOPMENT APPLICATION FEES	30
8.3	WORKS AND SERVICES	33
8.3.1	WICKEPIN CORRIGIN ROAD FLOODWAY UPGRADE	33
9	CHIEF EXECUTIVE OFFICER REPORT.....	36
10	PRESIDENT’S REPORT	36
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEMS	36
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	36
13	INFORMATION BULLETIN	36
14	WALGA AND CENTRAL ZONE MOTIONS	36
15	NEXT MEETING	36
16	MEETING CLOSURE	36

1 DECLARATION OF OPENING

Council acknowledges the Noongar people as the traditional custodians of the land and pay our respect to their elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff, and members of the public are advised that the Council meeting is being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has been advised that Jill Jespersen has passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 November 2024 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 19 November 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee Meeting held on Tuesday 17 December 2024.

OFFICERS RECOMMENDATION

That Council receives and notes the minutes of the Audit and Risk Management Committee Meeting held on Tuesday 17 December 2024.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	3/12/2024
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – November 2024

SUMMARY

Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the Month of November 2024.

BACKGROUND

This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

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.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT

Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.1 – Purchasing Policy
Policy 2.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council receives the list of accounts paid during the month of November 2024 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

<i>Cheque Payments</i>	<i>020994 – 20995</i>	<i>\$54,358.06</i>
<i>EFT Payments</i>	<i>EFT20657 – EFT20765</i>	<i>\$495,515.22</i>
<i>Direct Debit Payments</i>		<i>\$36,652.28</i>
<i>EFT Payroll Payments</i>		<i>\$139,936.10</i>

Total Municipal Account Payments ***\$726,461.66***

Trust Account

<i>EFT Payments</i>	<i>EFT20713 – EFT20714</i>	<i>\$195.55</i>
---------------------	----------------------------	-----------------

Total Trust Account Payments ***\$195.55***

Licensing Trust Account

<i>Direct Debit Payments</i>		<i>\$46,393.75</i>
------------------------------	--	--------------------

Total Licensing Trust Account Payments ***\$46,393.75***

Total of all Accounts ***\$773,050.96***

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	12/12/2024
Reporting Officer:	Karen Wilkinson, Acting Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 30 November 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 November 2024.

BACKGROUND

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

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

COMMENT

Item	Reference
<p>Cash at Bank The total cash as at 30 November 2024 was \$10,185,897. This is comprised of \$480,488 municipal funds (Municipal Bank Account and various till floats), \$5,375,704 in short term investment and \$4,329,306 in reserve funds.</p>	<p>Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts</p>
<p>Capital Acquisitions The capital budget expenditure is showing as approximately 0.10% complete as at the 30 November 2024. Projects are commencing, particularly works construction, following the budget adoption.</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>
<p>Receivables Rates outstanding is \$379,500 with 88.1% of rates collected for the year compared to 90.7% in November 2023. Current receivables of \$81,496.</p>	<p>Page 14 – Receivables</p>

Further information on the November financial position is in the explanation of material variances included in the monthly financial report.

STATUTORY ENVIRONMENT

- s. 6.4 *Local Government Act 1995, Part 6 – Financial Management*
- r. 34 *Local Government (Financial Management) Regulations 1996*
- r. 35 *Local Government (Financial Management) Regulations 1996*

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 30 November 2024 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS – ANNUAL FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2024

Applicant:	Shire of Corrigin
Date:	12 December 2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Draft Annual Financial Report 2023/24

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held 17 December 2024 and accept the 2023/2024 Annual Report and Financial Statements for the period ending 30 June 2024.

BACKGROUND

The Shire of Corrigin is required to prepare an Annual Report and Audited Financial Statement each year including the following information:

- President's Report.
- CEO Report.
- Overview of the plan for the future including major initiatives that are proposed to commence or to continue in the next financial year.
- Financial report for the financial year.
- Information in relation to the payments made to employees.
- Auditor's report for the financial year.
- Report on the *Disability Services Act 1993*.
- Details of complaints made during the year.

The *Local Government (Audit) Regulations 1996* sets out the requirements for the preparation of a report by Council's auditor. An auditor's report is to be forwarded to the President, CEO and the Minister within 30 days of completing the audit. The report is to give the auditor's opinion on:

- the financial position of the local government, and
- the results of the operations of the local government.

The report is to include:

- any material matters that indicate significant adverse trends in the financial position of the local government;
- any matters indicating non-compliance with Part 6 of *the Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls in any other written law;
- details of whether information and explanations were obtained by the auditor;
- a report on the conduct of the report;
- the opinion of the auditor as to whether or not certain financial ratios are supported by verifiable information and reasonable assumptions.

Where it is considered by the auditor appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the President, CEO and Minister.

Representatives from AMD on behalf of the Office of the Auditor General, conducted an interim audit onsite in May 2024 and conducted the final audit also onsite in October 2024.

In accordance with s5.53 of the *Local Government Act 1995* a local government is required to prepare and accept an annual report for each financial year, no later than 31 December after that financial year.

If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

COMMENT

The Shire of Corrigin auditor, appointed Office of the Auditor General, completed the final audit of the Shire of Corrigin finances and operations in December 2024. A copy of the Auditor's Report and Financial Statements for the 2023/2024 financial year is included as an attachment to this item.

The CEO is required to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The annual report along with the Auditor's Report for 2023/2024, is required to be adopted by Council prior to advertising a date for the annual meeting of electors.

A general electors meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report. To comply with this requirement an annual meeting of electors would need to be held prior to 11 February 2025. It is proposed that the Electors Meeting be held on Tuesday 4 February 2025 commencing at 6.00pm.

Ms Maria Cavallo Director AMD and Ms Caitlyn McGowan Assistant Director from Office of the Auditor General, in their capacity as the Shire of Corrigin Auditors will meet with Cr. Des Hickey Shire President, Natalie Manton CEO and Karen Wilkinson DCEO on 13 December 2024 to provide an overview of the 2023/2024 annual financial report and address issues raised in the audit and management reports.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit Regulations) 1996

Local Government (Administration Regulations) 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

5.27. Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*
** Absolute majority required.*
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to*

be accepted by the local government no later than 2 months after the auditor's report becomes available

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

POLICY IMPLICATIONS

3.1 Risk Management Policy

FINANCIAL IMPLICATIONS

The costs associated with providing the 2023/2024 audit were provided in the 2023/2024 and 2024/2025 budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.3	Regular reviews of Council’s Long Term Financial Plan to ensure the long term financial stability of the Shire
		4.4.4	Provide Council adequate and appropriate financial information on a timely basis
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Absolute Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council:

- 1) *Accept the Annual Audited Financial Statement; auditors report and management report for the 2023/2024 financial year as presented in the attachment.*
- 2) *Hold a General Meeting of Electors on Tuesday 4 February 2025 commencing at 6.00pm in the Council Chambers.*

8.2.2 DISPOSAL OF PROPERTY – LEASE CORRIGIN DENTAL SURGERY

Applicant:	Shire of Corrigin
Date:	11/12/2024
Reporting Officer:	Regan Chester – Administration Officer
Disclosure of Interest:	NIL
File Ref:	CP.0050
Attachment Ref:	NIL

SUMMARY

Council is asked to authorise the disposal of 45 Kirkwood Street by way of a lease for the purpose of a Dental Surgery.

BACKGROUND

The Corrigin Dental Surgery at 45 Kirkwood Street has been vacant for two years since Dr John Cobley left the surgery in 2022. Since then, finding a dentist to service the Corrigin community has been more of a challenge than expected.

Expressions of interest (EOI) were invited for a suitably qualified dentist to provide dental services in Corrigin, aimed at improving local healthcare access. The opportunity to operate a dental surgery in Corrigin was advertised in the Shire newsletter, the Windmill Newspaper, emailed and sent directly by mail to dentists in the Wheatbelt region.

Leasing out the Dental Surgery, plus the residential side of the building will be the most effective method to ensure that the Shire can secure a dentist. Council set a fee of \$70 per week in the 2024/25 budget inclusive of both the dental surgery and 3 bedroom residential component of the building.

COMMENT

Having a dentist in the community supports the Shire of Corrigin Strategic Plan (2021–2031), which indicates health and wellbeing is a top priority. The Shire of Corrigin Public Health Plan, approved by Council in 2022, also stressed the need for better healthcare facilities.

The recommended annual lease of \$3,640 per annum is consistent with other commercial leases such as the Caravan Park and Red Cross building.

Leasing the building to a qualified dentist provides the most effective method of ensuring a high quality and professional services are provided to the community. The lessee would be responsible for the overall management of the building including administration, cleaning, minor building maintenance and utilities costs.

STATUTORY ENVIRONMENT

Local Government Act 1995:

s.5.42 Delegation of some powers or duties to the CEO

s.5.43 Limitations on delegations to the CEO

Delegations to CEO limits

a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.

Local Government Act 1995

3.58. Disposing of property

Local Government (Functions and General) Regulations

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act. (2) A disposition of land is an exempt disposition if —

(f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession or medical profession to be used for carrying on the person’s dental practice or medical practice; or

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The rental fee set by Council in the 2024/25 budget for the Dental Surgery is \$70 per week. Maintenance and servicing costs are included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
1.2	Facilitate and advocate for the provision of quality health services, health facilities and programs in the Shire	1.2.1	Retention of health facilities visiting services
		1.2.4	Encourage the development of health, medical and aged care service industry in our Shire

Objective: Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Authorise the Chief Executive to negotiate a lease agreement for the building at 45 Kirkwood Street Corrigin for the purpose of a Dental Surgery at the discretion of the Chief Executive Officer based on:
 - a) *An initial term of three years with an option for an additional three years or other mutually agreeable term.*
 - b) *an annual lease payment of \$3,640 (including GST) per annum;*
 - c) *a CPI rent review clause; and*
 - d) *provisions for cleaning, maintenance and repair of the equipment and premises and utility charges.**

2. *Authorise the Chief Executive Officer to execute the lease documents on behalf of the Shire of Corrigin*

8.2.3 ORDINARY COUNCIL MEETING DATES 2025

Applicant:	Shire of Corrigin
Date:	26/11/2024
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0024
Attachment Ref:	NIL

SUMMARY

Council is requested to consider and approve dates to be advertised for Ordinary Council Meetings for 2025.

BACKGROUND

The Shire of Corrigin currently holds Ordinary Council Meetings on the third Tuesday of each month excluding January, with a starting time of 3.00pm.

COMMENT

Regulation 12(1) of the *Local Government (Administration) Regulations 1996* states that at least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) The ordinary council meetings; and
- (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

It is proposed that Council be held on the third Tuesday of the month commencing at 3:00pm except for the month of January where no meeting is generally held. It is also proposed that Council continue with the Discussion Forum Session meetings prior to the Council meetings each month at 1:00 pm except for the month of January where no meeting is planned.

The following Ordinary Council Meeting dates for 2025 are recommended to Council:

18 February 2025
18 March 2025
15 April 2025
20 May 2025
17 June 2025
15 July 2025
19 August 2025
16 September 2025
21 October 2025
18 November 2025
16 December 2025

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Regulations 1996

r. 12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which:

- (a) *the ordinary council meetings; and*
- (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public are to be held in the next 12 months.*

POLICY IMPLICATIONS

Policy 8.3 - Monthly Ordinary Council Meetings and Councillor Discussion Period

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.3	Forward planning and implementation of plans to achieve strategic direction and service levels	4.3.1	Work with external organisations to collaboratively plan and achieve improved community, education, health and business outcomes
		4.3.2	Continue representation on relevant Boards, Committees and Working groups to influence positive local and regional outcomes

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council approve the following schedule for Ordinary Council Meeting for 2025, commencing at 3pm in the Shire of Corrigin Council Chambers, 9 Lynch Street and request the Chief Executive Officer to give local public notice of the Ordinary Council Meeting dates.

- 18 February 2025
- 18 March 2025
- 15 April 2025
- 20 May 2025
- 17 June 2025
- 15 July 2025
- 19 August 2025
- 16 September 2025
- 21 October 2025
- 18 November 2025
- 16 December 2025

8.2.4 AUSTRALIA DAY AWARDS

Applicant:	Shire of Corrigin
Date:	11/12/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0002
Attachment Ref:	Confidential Attachment 8.2.4 – Community Citizens of the Year Award Nominations (Under Separate Cover)

OFFICER'S RECOMMENDATION

That Council in accordance with Clause 15.10 of the Standing Orders close the meeting to the public.

SUMMARY

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

BACKGROUND

The Community Citizen of the Year Awards reward and recognise individuals and organisations making a notable contribution during the current year, and/or to those who have given outstanding service over a number of years. In past years these awards have been run in conjunction with Auspire, however following a change in membership level the awards are now an independent Shire of Corrigin initiative.

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

The Shire of Corrigin provides four awards being:

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

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

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

The recipients are judged on the following selection criteria:

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

The following eligibility criteria applies to the awards:

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

COMMENT

The Community Citizen of the Year Awards were actively promoted in print and social media throughout the year. Nominations closed on 6 December 2024. No nominations were received for the youth category.

The awards are to be presented at the annual Australia Day breakfast on 26 January 2025.

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

Copies of the nominations are provided under separate cover.

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

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The cost of the annual Australia Day Breakfast is included in the 2024/25 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

- 1) Award the 2024 Community Citizen of the Year Award to _____ at the Australia Day Breakfast on 26 January 2025.
- 2) Award the 2024 Senior Community Citizen of the Year Award to _____ at the Australia Day Breakfast on 26 January 2025.
- 3) Award the 2024 Community Group or Event Award to _____ at the Australia Day Breakfast on 26 January 2025.

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

OFFICER’S RECOMMENDATION

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

8.2.5 CUSTOMER SERVICE CHARTER REVIEW

Applicant:	Shire of Corrigin
Date:	5/12/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	CUS.0010
Attachment Ref:	Attachment 8.2.5 – Draft Customer Service Charter – Review 2024

SUMMARY

This report seeks Council endorsement for the reviewed Customer Service Charter.

BACKGROUND

Customer service is an integral aspect of every local government function. It is important that the expectation of the level of service the Shire will provide is clearly communicated to community members and officers.

A Charter sets the standard for the community's experience with the services provided by the Shire of Corrigin.

COMMENT

The current Customer Service Charter (Charter) was reviewed and endorsed by Council at the Ordinary Meeting of Council on 15 November 2022.

The Charter has been reviewed to ensure that it continues to provide a realistic agreed level of service and framework for which all community interactions will conform.

The Charter will continue to have a positive impact on the Shire of Corrigin's future consultation outcomes and image within the community.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.2	Communication to the workforce and community is consistent	4.2.2	Review and implementation of Councils Customer Service Charter.
		4.2.3	Employ professional customer service workforce who have the required knowledge and training including the provision of adequate resources (policy/information on services etc.) to ensure a good standard of Customer Service.
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes, and implementation

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse the reviewed Shire of Corrigin Customer Service Charter as provided in Attachment 8.2.5.

8.2.6 DEVELOPMENT APPLICATION – PROPOSED ‘FAMILY DAY CARE’ FACILITY

Applicant:	Ms Maria Breene
Landowner:	Mr Leon Paul O’Brien (i.e. purchaser under contract of sale)
Location:	Lot 215 (No.11) Newman Street, Corrigin
Date:	11/12/2024
Reporting Officer:	Mr Joe Douglas, Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Ref:	PA11-2024
Attachment Ref:	Attachment 8.2.6 – Family Day Care Development Application

SUMMARY

This report recommends that Council grant conditional approval to a development application submitted by Ms Maria Breene under authority from Mr Leon Paul O’Brien (Landowner) to establish and operate a ‘family day care’ facility on Lot 215 (No.11) Newman Street, Corrigin.

BACKGROUND

Ms Maria Breene has prepared and submitted a development application requesting Council’s approval to establish and operate a ‘family day care’ facility within an existing single house on Lot 215 (No.11) Newman Street, Corrigin including advertising signage.

Under the terms of the application received a total of up to seven (7) children up to 12 years of age will be accommodated in the premises at varying times throughout each week depending upon demand, all of whom will be cared for by Ms Breene in her capacity as a suitably qualified and accredited service provider with possible assistance from one part-time qualified educator and one full-time trainee/assistant depending upon need and demand.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 8.2.6.

Lot 215 is located centrally in the Corrigin townsite in a designated low density residential precinct and comprises a total area of approximately 1,126m².

The subject land has direct frontage to Newman Street along its southern boundary as well as direct frontage and access to Lynch Street along its western boundary, both of which are sealed and drained local roads under the care, control and management of the Shire of Corrigin. It also has direct frontage to an unsealed public right-of-way along its rear boundary to the north.

The property contains an older-style single story dwelling in good habitable condition. It also contains three (3) separate outbuildings, a large patio, carport and driveway at the rear with direct access to Lynch Street, including compacted gravel verge areas adjacent to its eastern and southern boundaries ranging in width from 4.5 to 5.5 metres.

The subject land does not contain any buildings or places of European or Aboriginal cultural heritage significance and has not been designated as being bushfire prone, flood prone or contaminated.

Immediately adjoining and other nearby land uses are broadly described as follows:

- North: Corrigin District High School with low density residential development (i.e. single houses) beyond; and
- East, South and West: Low density residential development (i.e. single houses).



Location & Lot Configuration Plan (Source: Landgate 2024)

COMMENT

Lot 215 is classified ‘Residential’ zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2) with a density coding of R20.

Council’s stated objectives for the development of any land classified ‘Residential’ zone are as follows:

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

The proposed development falls within the use class ‘family day care’ which is defined in Part 6 of LPS2 as ‘premises where a family day care service as defined in the Education and Care Services National Law (Western Australia) Act 2012 is provided’.

Despite the use class ‘family day care’ being defined in LPS2, it is not expressly listed in the Zoning Table and must therefore be considered and determined in accordance with clause 18(4) of LPS2. As such, Council must determine whether the proposed use of Lot 215 for ‘family day care’ purposes:

- a) is consistent with the objectives of the ‘Residential’ zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
- b) may be consistent with the objectives of the ‘Residential’ zone and advertise the application for public comment for a minimum required period of fourteen (14) days; or
- c) is not consistent with the objectives of the ‘Residential’ zone and is therefore not permitted in this zone.

Having regard for:

- i) the small scale of the proposed use, including the limited amount of people proposed to be accommodated at any one time, and the fact no works are required to accommodate it within the existing dwelling on the land which is in good habitable condition;
- ii) the general compatibility of the proposed use with other existing uses in the immediate locality, all of which are mostly residential in nature;
- iii) the significant social benefits the proposed use is likely to have for the local community; and
- iv) the ability to accommodate all vehicle and pedestrian movements likely to be generated in safe and convenient manner both on and off site,

it is contended the proposal is consistent with the objectives of the land’s current ‘Residential’ zoning classification and may therefore be permitted subject to any valid conditions considered appropriate.

Despite the above conclusion, given the proposed development comprises a use not specifically listed in the Zoning Table of LPS2 and cannot reasonably be determined as falling within any other use class referred to in the Zoning Table, the application is defined in Part 1 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as a ‘complex application’.

Clauses 64(1) and 64(6) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* require all complex applications to be advertised for public comment for a minimum required period of 28 days irrespective of the requirements of clauses 18(4)(a) and (b) of LPS2 outlined previously above.

Council should note the application was advertised for public comment in accordance with the specific requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*, including consultation with all immediately adjoining and other nearby landowners, with no submissions received at the conclusion of public advertising.

The application has subsequently been assessed with due regard for the specific objectives and standards of the Shire’s local planning framework including LPS2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant, or capable of compliance, with the following relevant requirements:

- The general aims and objectives of LPS2 including those specific to all land classified ‘Residential’ zone;
- Land use compatibility;
- Amenity of the locality including potential visual and social impacts;
- Vehicle and pedestrian access, including on-site parking;

- Waste management and disposal; and
- Advertising signage.

Notwithstanding the above conclusion Council should note the existing and proposed parking areas on the property will only be sufficient to accommodate those people employed on the land and any future occupants of those parts of the dwelling that do not form part of the proposed family day care facility. It is therefore anticipated some parents of those children who will frequent the facility will park on Lynch and Newman Streets for short periods of time during drop offs and pick-ups which are expected to occur during different times throughout each day. If parking on these streets becomes an issue and gives rise to complaints there is scope to require the applicant, as a condition of any development approval that may ultimately be granted, to fund the cost of designing and constructing additional parking bays on the subject land and/or within the adjacent verge areas of Lynch and Newman Streets at their own cost within 90 days of receipt of written notification of the requirement to do so by the Shire's Chief Executive Officer.

In light of the above findings, including the outcomes from public advertising during which no submissions were received, it is concluded the proposal for Lot 215 is acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in a proper and orderly manner.

STATUTORY ENVIRONMENT

Planning and Development Act 2005 (as amended)

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Corrigin Local Planning Scheme No.2

POLICY IMPLICATIONS

NIL

PUBLIC CONSULTATION

As previously mentioned above, the application was advertised for public comment in accordance with the specific requirements of Clauses 64(1) and 64(6) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the minimum required period of 28 days with no submissions received. This process included publication of notices on the Shire's website and monthly newsletter, public display of the application at the Shire Administration Centre and correspondence to all immediately adjoining and other nearby landowners inviting their feedback / comment. Referral of the application to State government agencies and essential service providers was not considered necessary. The application was also the subject of discussion with the applicant and the Shire's Environmental Health Officer.

FINANCIAL IMPLICATIONS

All administrative costs associated with processing the application are provided for in Council's annual budget and have been offset in part by the \$295.00 development application fee paid by the applicant. All costs associated with the proposed development will be met by the applicant.

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

COMMUNITY AND STRATEGIC OBJECTIVES

The proposed development is generally consistent with the following elements of the Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025:

Objective: Economic

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATIONS

1. That Council resolve, pursuant to clause 18(4)b) of the Shire of Corrigin Local Planning Scheme No.2, that the proposed establishment and operation of a ‘family day care’ facility on Lot 215 (No.11) Newman Street, Corrigin is consistent with the objectives of the land’s current ‘Residential’ zoning classification and may therefore be permitted; and
2. **APPROVE** the development application submitted by Ms Maria Breene under authority from Mr Leon Paul O’Brien (Landowner) to establish and operate a ‘family day care’ facility on Lot 215 (No.11) Newman Street, Corrigin subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the use shall not be carried out without the further approval of the local government having first being sought and obtained.
4. The applicant shall fund the cost of designing and constructing additional parking bays on the subject land and/or within the adjacent verge areas of Lynch and Newman Streets, Corrigin at their own cost within 90 days of receipt of written notification of the requirement to do so by the local government’s Chief Executive Officer to address any vehicle access and parking issues that may arise as a direct consequence of the proposed development.
5. All proposed advertising signage shall be maintained to an acceptable standard of visual presentation for the life of the proposed development. If the signage is damaged or falls into a state of disrepair at any time it shall be repaired or removed and replaced by the applicant within 28 days of receipt of written notification of the requirement to do so by the local government’s Chief Executive Officer.

Advice Notes

1. *This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.*
2. *This is a development approval of the Shire of Corrigin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.*
3. *The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements as applicable:*
 - i) *Building Act 2011 and Building Regulations 2012;*
 - ii) *Health (Public Buildings) Regulations 1992;*
 - iii) *Education and Care Services National Law (WA) Act 2012;*
 - iv) *Education and Care Services National Regulations 2012;*
 - v) *Shire of Corrigin Health Local Law 2016; and*
 - vi) *Shire of Corrigin Animals, Environment and Nuisance Local Law 2016.*
4. *The noise generated by any activities on-site shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.*
5. *Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.*
6. *If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the local government's determination.*

8.2.7 THE PADDOCK CAMP – REQUEST FOR REDUCTION OF DEVELOPMENT APPLICATION FEES

Applicant:	Warren and Carly Kenny
Date:	26/11/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PA 14-2024 – A265
Attachment Ref:	Attachment 8.2.7 – The Paddock Camp Fee Reduction Application

SUMMARY

This item asks Council to consider a request to reduce the penalty fees for a retrospective development application for a change of use class.

BACKGROUND

It recently came to the CEO's attention that the Shire was promoting three unapproved paddock camps on its website. The CEO wrote to the tourism business operators advising that the use of land for a nature-based caravan park in a designated rural zone was an unauthorised land use, and that formal development approval was required for such use to continue. Information about the details required for the application and supporting documentation and a 28-day timeframe to submit the application was provided.

The statutory fee for determining a development application for a change of use class is \$295. The standard fee plus a penalty of twice the standard fee is applicable to retrospective applications where the change of use has already commenced as per the *Planning and Development Regulations 2009 Regulation 47 (Schedule 2)*.

The applicant was advised in 2021 that a development application was required for a campground. An email from the Shire of Corrigin Environmental Health Officer (EHO) in September 2021 informed the applicant that operating a campground without approval was not permitted based on advice from the shire Town Planner. The necessary steps, including required documentation and processes for submitting a development application were provided.

The applicant submitted a retrospective development application seeking approval for a nature-based campground in November 2024. Upon confirmation of the application fee including penalty fee, a written request was received from Warren and Carly Kenny, seeking a reduction in the \$885 development application fee for The Paddock Camp Corrigin.

COMMENT

The CEO consulted several other local governments polices in researching this item and found that fees for developments that had already commenced were generally not refunded or waived in any circumstances. Discounts or waivers of the standard fee were generally only granted for charitable organisations or for applications where the purpose was to restore heritage listed properties.

The Shire elected not to issue a formal direction notice to the landowners under the *Planning and Development Act 2005*, which would have advised that if a development application was not submitted within 60 days, or if the current unauthorised use was not ceased, the Shire could initiate prosecution action under the Act, potentially resulting in a fine of up to \$200,000 imposed by the court.

The applicable use class, Nature Based Caravan Park, is a discretionary use for the property, requiring any development application received to be advertised for public comment before the Shire can consider and determine the application.

The camp contributes to the diversity of accommodation options in Corrigin and brings tourists to the town, boosting the local economy. The Shire administration is currently working with two other paddock camp operators and several short term accommodation providers who have commenced their business activity without prior approval. Allowing a fee reduction in this instance could set a precedent that undermines the regulatory framework for such developments.

It is recommended that Council confirms the fee of \$885 is applicable, consistent with the *Planning and Development Regulations 2009*.

STATUTORY ENVIRONMENT

Planning and Development Regulations 2009 r47 (Sch. 2):

- (1) *A local government may impose a fee for a service listed in Schedule 2 provided by the local government.*
- (2) *The fee imposed by a local government for a service listed in Schedule 2 must be decided by the local government but must not exceed the fee specified in that Schedule for the service unless the local government is exempted under regulation 53.*
- (3) *Any fee imposed for a service listed in Schedule 2 must be paid by the applicant when applying for or requesting the service.*

Item 10: Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out = \$295

Item 11: Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out = The fee in item 10 plus, by way of penalty, twice that fee.

Planning and Development Regulations 2009 r52:

A local government may waive or refund, in whole or in part, payment of a fee for a planning service.

Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The \$885 fee is composed of the statutory fee of \$295 for the change of use class, plus two times that amount as a penalty for commencing the use class without prior approval as per the *Planning and Development Regulations 2009 Regulation 47 (Schedule 2)*.

Granting a waiver of the penalty fee would result in a reduction in revenue of \$590 for this application plus future penalty fees for at least five other pending retrospective applications where the business has already commenced operating without obtaining development approval.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Economic

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
2.1	Support the Diverse Industry Across the Shire	2.1.5	Promote and support local events with emphasis on events that deliver increased visitation.

Objective: Governance and Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council confirms the statutory fee for determining a change of use class of \$295 plus a penalty of twice the standard fee (\$590) for applications where the use has already commenced is applicable for the Development Application submitted by Warren and Carly Kenny as outlined in the Planning and Development Regulations 2009 r47 (Sch. 2).

8.3 WORKS AND SERVICES

8.3.1 WICKEPIN CORRIGIN ROAD FLOODWAY UPGRADE

Applicant:	Shire of Corrigin
Date:	12/12/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0369, GS.0123, GS.0125
Attachment Ref:	Request for Quote Report – RFQ 15/2024 (Under Separate Cover)

SUMMARY

Council is asked to consider the submissions received in response to the Request for Quote (RFQ) 15-2024 Wickepin Corrigin Road Upgrade and recommends the best value for money quote for the purpose of awarding a contract.

BACKGROUND

The floodway located 4 kilometers south of Bullaring on the Wickepin Corrigin Road known as Mooney's Crossing suffered damage during the 2021 floods causing failures in the sealed surfacing due to prolonged water ponding. The Shire secured funding under the Disaster Recovery Funding Arrangements – WA (DRFAWA) to reinstate the pavement to its pre-disaster condition.

As part of ongoing asset maintenance and improvement initiatives, the Shire considered upgrading this segment of the road. This upgrade aims to enhance the performance of the sealed pavement, reduce water ponding duration, and mitigate road closures that disrupt local farm operations, contractors, suppliers, school buses, emergency services, and tourism.

The Shire has observed instances where floodwaters at Mooney's Crossing can persist for weeks, rendering the crossing impassable for small cars and caravans. Issues also arise with vehicles inaccurately perceiving water levels and depths across the floodway, further necessitating the proposed upgrades.

The Wickepin Corrigin Road serves as a crucial link connecting Corrigin, Yealering, and Wickepin towns, as well as providing regional access to Narrogin and Merredin to Bunbury. The road comprises a two lane, sealed carriageway of approx. 5.5 meters wide.

The decision to seek quotes for the reinstatement and upgrade of the floodway was made by Council on 16 July 2024 with the endorsement of the 2024/25 Annual Budget. The scope of work was based on the design provided by Greenfields Technical Services.

The budgeted value of the work required to be completed by external contractors is expected to be over the \$250,000 expenditure threshold for tenders and therefore it was necessary to call for tenders. The Shire of Corrigin Purchasing Policy provides an exemption to publicly invite tenders where the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program.

The WALGA Vendor Panel platform was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers for stabilisation services. Engaging a contractor was decided as a strategy to ensure timely completion of the work while the Shire of Corrigin team focus on other capital and maintenance projects.

The Request for Quote (RFQ 15-2024) was advertised on the Vendor Panel platform on 25 November 2024 and closed on 11 December 2024. Detailed specifications included the supply of materials, equipment, operators and location of work were provided to suppliers.

The RFQ 15-2024 was sent to 40 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel.

Three compliant quotes were received by the closing date and were evaluated by Natalie Manton, CEO and Terry Barron, Manager of Works and Services, and Greenfields Technical Services against a predetermined compliance and weighted assessment criteria.

Criteria	Weighting
Price	35%
Relevant Company and Consultant Skills and Experience	35%
Availability/ Timeliness	20%
Regional Price Preference	10%

The quotes received were professional, detailed and addressed the selection criteria. Based on the combined evaluation scores the submission from _____ was deemed to represent the best value for money.

A confidential evaluation report is provided under separate cover.

COMMENT

DRFAWA is jointly funded by the State and Commonwealth Governments and administered by the Department of Fire and Emergency Services (DFES), with assistance from other agencies. The project scope and indicative cost estimate for reinstatement of the pavement has been approved by DFES and is included in the 2024/25 budget.

Following previous consultation with Council, contractors and staff, the upgrade of the floodway on the Wickepin Corrigin Road (Mooney’s Crossing) was identified as a high priority project. Council resolved at the Ordinary Council meeting on 15 August 2023 to submit the upgrade of the floodway on the Wickepin Corrigin Road. The project meets the eligibility requirements of the Local Roads and Community Infrastructure (LRCIP) grant funding and can be completed by the June 2025 timeframe as outlined in the grant agreement.

The 2024/25 budget included the upgrade of floodway on Wickepin Corrigin Road (Mooney’s Crossing) for the LRCIP Phase 4 Part B Road component.

The allowable time limit for eligible on-ground activities related to both DRFAWA AGRN 978 and LRCIP is 30 June 2025.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services
Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

Policy 2.1 Purchasing Policy

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 3.6 of this policy is not deemed to be suitable.

3.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

FINANCIAL IMPLICATIONS

The value of the quote exceeds the value that the CEO can accept under delegated authority from Council of \$250,000.

The 2024/25 Budget contains an indicative provision of \$450,000 for the planned reinstatement and upgrade works. The budget estimate for the reinstatement component of the floodway is \$286,167 using DRFAWA funding and a further \$163,833 for upgrade works to be funded by Local Roads and Community Infrastructure Program (LRCIP) funding.

The quoted price from the preferred supplier is over the budget amount by approximately \$45,000 and additional funds will need to complete the project. It is recommended that additional funds be allocated from the road reserve with exact amount to be confirmed at budget review in March 2025.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.4	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Accepts the quote submitted by _____ as the most advantageous quote to form a Contract.*
2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*
3. *approves the allocation of additional funds to complete the project of approximately \$45,000 from the road reserve with exact amount to be confirmed at budget review in March 2025.*

9 CHIEF EXECUTIVE OFFICER REPORT

The Chief Executive Officer's report was provided to Council during the Discussion Forum

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 18 February 2025.

16 MEETING CLOSURE