



A G E N D A

ORDINARY COUNCIL MEETING

18 June 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 18 June 2024 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

10:00am – 12:30pm	Budget Workshop
12.30pm – 1.00pm	Lunch
1.00pm – 2.30pm	Discussion Forum
2.30pm – 3.00pm	Afternoon Tea
3.00pm –	Council Meeting

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



Natalie Manton

Chief Executive Officer

13 June 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.

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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

Cr. S Jacobs was approved a leave of absence at the Ordinary Council Meeting on 16 April 2024.

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 not been advised of any passings 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 18 June 2024 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 June 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS

7.2.1 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 10 June 2024 (Attachment 7.2.1).

OFFICERS RECOMMENDATION

That Council receives and notes the minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Monday 10 June 2024 (Attachment 7.2.1).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/06/2024
Reporting Officer:	Karen Wilkinson, Senior Finance Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – May 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 May 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 2.7 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 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 March 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>020981 - 020982</i>	<i>\$18,879.51</i>
<i>EFT Payments</i>	<i>EFT20034 – EFT20143</i>	<i>\$352,289.31</i>
<i>Direct Debit Payments</i>		<i>\$53,231.01</i>
<i>EFT Payroll Payments</i>		<i>\$206,696.87</i>
<i>Total Municipal Account Payments</i>		<i>\$631,096.70</i>

Trust Account

<i>EFT Payments</i>	<i>EFT20090-EFT20091</i>	<i>\$21.20</i>
	<i>EFT20138-EFT20139</i>	<i>\$21.20</i>

Total Trust Account Payments ***\$42.40***

Licensing Trust Account

<i>Direct Debit Payments</i>	<i>\$42,915.85</i>
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Total Licensing Trust Account Payments ***\$42,915.85***

Total of all Accounts ***\$674,054.95***

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	13/06/2024
Reporting Officer:	Kylie Caley, 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 31 May 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 31 May 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 31 May 2024 was \$6,051,317. This is comprised of \$203,806 municipal funds (Municipal Bank Account and various till floats), \$1,526,175 in short term investment and \$4,320,936 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 90% complete as at the 31 May 2024. This is due to projects coming under budget, or not commencing for various reasons. <u>Furniture and Equipment</u> – gym equipment due to arrive next week and security door access installed. <u>Plant and Equipment</u> – The Manager of Works and Services vehicle was delivered in May 2024. Plant items not traded as part of the replacement purchase to be auctioned in June 2024. <u>Roads</u> – Construction has been completed with exception of Wheatbelt Secondary Freight Network project which has been deferred to 2024/25. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is nearing completion. <u>Infrastructure Other</u> – Contract for airstrip lighting upgrade signed. RV Area Dump Point Septic Upgrade has been completed .</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>
<p>Receivables Rates outstanding is \$59,475. 98.1% of rates have been collected for the year compared to 97.7% in May 2023. Current receivables of \$57,040.</p>	<p>Page 14 – Receivables</p>

Further information on the May 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 2023/2024 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 31 May 2024 as presented, along with notes of any material variances.

8.1.3 CORRIGIN BOWLING CLUB LIGHTING UPGRADE

Applicant:	Corrigin Bowling Club
Date:	12/06/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0057 RCS.0001
Attachments:	Attachment 8.1.3 – Correspondence from Corrigin Bowling Club Confidential Attachment – Corrigin Bowling Club – Lighting Quote

SUMMARY

Council is asked to consider a request from the Corrigin Bowling Club for a contribution of \$10,000 towards an upgrade of the lights on the southern bowling green in the 2024/25 budget.

BACKGROUND

The Corrigin Bowling Club has written to the Shire of Corrigin requesting funding towards the upgrade of the lights on the southern bowling green. The new LED lights will enable the club to improve the lights for the popular corporate bowls competition which attracts over 100 players plus spectators. The lights will also enable the club to schedule competitions and social events in the evening and avoid playing in very hot conditions during the day.

The Corrigin Bowling Club plans to apply to the Department Local Government, Sport and Cultural Industries for funding as part of the Club Night Lights Program and has also approached CBH for a contribution towards the cost of the lights.

COMMENT

The minutes of the Annual General Meeting held in April 2024 show that the upgrade of the lights on the southern green is well supported by the general membership.

The club has maintained and upgraded the facilities at the Corrigin Bowling Club through fundraising and donations.

Council previously supported the bowling club with a grant of \$130,000 gst exclusive in 2018 towards the installation of new synthetic bowling greens.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.11 Community Assistance Program.

FINANCIAL IMPLICATIONS

The club has obtained a quote for \$62,000 and plans to obtain a second quote before engaging the preferred supplier.

If supported by Council an amount of \$10,000 gst exclusive will be included in the 2024/25 Shire of Corrigin budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.2	Parks, gardens, recreational and social spaces are safe and encourage active, engaged and healthy lifestyle	3.2.3	Work with local sport and recreation clubs to plan sport and recreation facility upgrades in a cohesive and coordinated manner.

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	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council supports the Corrigin Bowling Club upgrade of the lights on the southern green and agrees to make provision of \$10,000 towards the project in the 2024/25 budget.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 DUAL FIRE CONTROL OFFICERS 2024/25

Applicant:	Shire of Wickepin
Date:	23/05/2024
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 - Appointment letter of Dual Fire Control Officers Wickepin 2024/2025

SUMMARY

The Shire of Wickepin has requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2024/2025 bush fire season.

BACKGROUND

The Shire of Corrigin has received correspondence from the Shire of Wickepin requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2024/2025 bush fire season:

- David Stacey
- James Hamilton

COMMENT

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

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2024/2025 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:

Shire of Wickelbin:

- *David Stacey*
- *James Hamilton*

8.2.2 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	23/05/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	GOV.0001
Attachment Ref:	Attachment 8.2.2 – Delegations Register 2024 Review

SUMMARY

Council is requested to review and endorse the Delegation Register as required under s5.46 (2) of the *Local Government Act 1995*.

BACKGROUND

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

Council can delegate certain powers and duties to the CEO and the CEO, in turn, can on-delegate those powers and functions to other employees.

Section 5.46 of the Act requires the CEO to keep a register of, and records relevant to, delegations to the CEO and any delegations on-delegated to employees. This section also requires the delegations to be reviewed at least once every financial year. The current delegation register was last reviewed by Council at the Ordinary Council Meeting on 20 June 2023 and passed by resolution 70/2023.

Delegation 8.1.2 – Certain Town Planning Functions Relating to Local Planning Scheme No.2 has been updated to align with *Planning and Development (Local Planning Schemes) Regulations 2015*. This delegation assists with timely and efficient decision making for routine town planning matters.

COMMENT

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

STATUTORY ENVIRONMENT

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

*S5.42 (1) Local Government Act 1995 Delegation of some powers and duties to CEO **

S5.46 (2) of the Local Government Act 1995 Register of, and records relevant to, delegations to CEO and employees.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 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, process and implementation.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the Delegations Register as provided in Attachment 8.2.2.

8.2.3 REVIEW OF CORPORATE BUSINESS PLAN

Applicant:	Shire of Corrigin
Date:	12/06/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.3 – Corporate Business Plan Review

SUMMARY

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

BACKGROUND

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

Following a period of community consultation in 2021 the Shire of Corrigin developed a new Strategic Community Plan 2021 – 2031. A Corporate Business Plan outlining actions to achieve the desired strategic direction was created at the same time.

The Corporate Business Plan was reviewed annually and a quarterly update was provided to Council during the Discussion Forum.

COMMENT

The 2021 – 2031 Strategic Community Plan outlines the community's long term vision and aspirations for the Shire of Corrigin and the Corporate Business Plan details how that vision is to be achieved.

The Corporate Business Plan was initially adopted by Council in 2021 and was reviewed annually to ensure that the Shire's performance is regularly monitored and reported. The underlying objective of the plan is to create a process of continuous improvement and review.

STATUTORY ENVIRONMENT

Local Government Act 1995

s. 5.56. *Planning for the future*

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

b) Govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and

c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

4) A local government is to review the current corporate business plan for its district every year.

5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.

6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Achievement of actions will depend on available resources in 2023/24 and future years’ 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
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, process and implementation.

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council adopt the revised Shire of Corrigin Corporate Business Plan as provided as Attachment 8.2.3.

8.3 WORKS AND SERVICES

8.3.1 TENDER MECHANICAL SERVICES 2024-2027

Applicant:	Shire of Corrigin
Date:	11/06/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0360
Attachment Ref:	Confidential Attachment – CJS Agri Mechanics Tender Documents Confidential Attachment - Western Stabilisers Tender Documents

SUMMARY

Council is asked to consider awarding the tender for heavy plant and machinery servicing on an hourly basis within the Shire of Corrigin for the 2024-2027 financial years plus an option for a further three years.

BACKGROUND

The Shire of Corrigin fleet of heavy plant and machinery for road construction and town maintenance requires regular servicing to ensure the smooth operations of the local government. The requirements of the contract include routine and breakdown servicing of trucks, trailers, graders, rollers, mowers and other plant and equipment as required.

The tender for heavy vehicle mechanical servicing on an hourly basis for the 2024-2027 financial years, with an optional extension for three additional years by mutual agreement, was publicly advertised on 3 May 2024. The tender advertisement was placed on the Shire of Corrigin website, Facebook page, and notice boards, as well as in the West Australian Newspaper on 4 May 2024 to ensure that local businesses had the opportunity to submit quotes for the work.

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

Criteria	Weighting
Tendered price	40%
Operator Skills and Experience	35%
Tenderer's resources and availability	15%
Regional price preference	10%

COMMENT

Council considered the requirements for servicing the Shire of Corrigin fleet of heavy vehicles along with the current staff structure, which does not include provision for an in-house mechanic, as part of the 2024/25 budget process. The estimated annual cost of mechanical servicing is approximately \$150,000 and the Shire of Corrigin is required to call tenders when the anticipated expenditure is over \$250,000 over the life of the contract.

The tender process provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers for mechanical services for the 2024-2027 financial years.

Western Stabilisers Pty Ltd were awarded the contract for heavy vehicle mechanical servicing in 2019/20 and 2021/2022 financial year.

CJS Mechanical has recently provided heavy vehicle mechanical servicing while Neutech Auto Electrics, Tyres and Mechanical have undertaken servicing of light vehicles.

The businesses responding to the tender have a Motor Vehicle Repairers Certificate and are licensed under the provisions of the following Western Australian legislation for both heavy and light vehicles:

- *Motor Vehicle Repairers Act 2003*
- *Motor Vehicle Repairers Regulations 2007*

The submissions received were professional, detailed and addressed the selection criteria.

Based on the weighted evaluations the tender from CJS Agri Mechanics has been assessed by officers as representing the best value for money based on the following assessment criteria:

- Most competitive price.
- Providing recent experience of works with a similar scope.
- Providing details of the qualifications and experience of relevant staff.
- Outlining of plant and equipment, contingency measures and safety record as well as a list of current work commitments with deadlines of completion dates.

It is recommended that Council accept a tender for mechanical servicing rather than advertise for an in-house mechanic.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Local Government Act 1995:

s.3.57 Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996:

- r.11 When tenders have to be publicly invited*
- r.13 Requirements when local government invites tenders though not required to do so*
- r.14 Publicly inviting tenders, requirements for*
- r.18 Rejecting and accepting tenders*
- r.20 Variation of requirements before entry into contract*
- r.21A Varying a contract for the supply of goods or services*

The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with the following conditions:

- a. Sole supplier arrangements may only be approved where a record is retained that evidences:*
 - i. A detailed specification;*
 - ii. The outcomes of market testing of the specification;*
 - iii. The reasons why market testing has not met the requirements of the specification; and*
 - iv. Rationale for why the supply is unique and cannot be sources through other suppliers;*

- b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:*

- *proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,*

- *current supply contract expiry is imminent,*
- *value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and*
- *The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.*

c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.

d. In accordance with the requirements of Shire of Corrigin Purchasing Policy as it relates to tendering.

POLICY IMPLICATIONS

Policy 2.7 Purchasing Policy

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of the 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

FINANCIAL IMPLICATIONS

The cost of heavy vehicle servicing and maintenance in 2024/25 is approximately \$155,000. The cost estimate over the life of the contract from 2024-2027 is \$465,000.

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	4.4.4	Provide Council adequate and appropriate financial information on a timely basis.

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Accepts the Tender submitted by CJS Agri Mechanics as the most advantageous Tender 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.*

8.3.2 WHEATBELT SECONDARY FREIGHT NETWORK – GOVERNANCE PLAN

Applicant:	Shire of Corrigin
Date:	27/05/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0120
Attachment Ref:	Attachment 8.3.2 - Revised WSNF Governance Plan and Explanatory Notes

SUMMARY

The Wheatbelt Secondary Freight Network (WSFN) Steering Committee requests approval of the revised Governance Plan.

BACKGROUND

The Shire of Corrigin received correspondence on 8 May 2024 from the WSNF Program Director requesting approval of the revised Governance Plan. The changes to the Governance Plan are identified in the summary and draft Governance Plan in Attachment 8.3.2. The amendments to the Governance Plan will be ratified at the Regional Road Group meeting to be held on 4 October 2024.

The WSNF is a collaboration of 42 local governments in the Wheatbelt region to secure funding to improve secondary freight network routes on local government roads in the Wheatbelt. The WSNF Program has been allocated Federal and State funding to upgrade all 80 of the identified freight routes. Good governance and ongoing collaboration between all parties is critical in securing and maintaining funding for this important program.

The Program Governance Plan (PGP) identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It outlines the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WRRRG) and local governments. The plan provides a framework and guidelines for all members of the WSNF Program to operate within and is used to communicate how the program will be governed to all stakeholders. The Governance Plan is used in conjunction with the Program Delivery Plan and the Multi-Criteria Analysis (MCA) methodology documents that provide operational details about how on-ground capital works will be delivered.

Corrigin roads included in the project are as follows:

MRWA Road	Collector Route Name	Road Name
4040007	Corrigin - Katanning	Rabbit Proof Fence Rd
4040168	Corrigin - Bruce Rock	Corrigin - Bruce Rock Rd
4040026	Bulyee-Tincurrin	Bulyee Rd
4040169	Bulyee-Tincurrin	Lomos South Rd
4040003	Bulyee-Tincurrin	Bullaring Rd
4040097	Bulyee-Tincurrin	Yealering South East Rd
4040171	Wickepin - Yealering	Wickepin - Corrigin Rd
4040172	Corrigin - South Kumminin	Corrigin - Narembeen Rd

Funding was approved for the Rabbit Proof Fence Road and road reconstruction and widening commenced in 2020/21.

The Corrigin Bruce Rock Road development is expected to commence in 2024/25 following a delay in approval of funding.

COMMENT

The commitment and contribution from all 42 local governments involved in the WSNF project has enabled funding applications to be submitting to progress the project and facilitate on ground works to upgrade priority freight routes.

It is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding to demonstrate best outcomes and value for money. A prioritisation of the WSNF routes using the MCA has been developed to score each route based on the available data submitted by local governments.

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project’s total cost. The remaining funding is currently provided by Federal Government 80% and State Government 13% although may be subject to change in future funding agreements.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Environment

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

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1	Safe, efficient and well maintained road and footpath infrastructure	3.1.2	Update, review and achievement of the Road Asset Management Plan including network hierarchy and service levels

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse the Wheatbelt Secondary Freight Network Revised Governance Plan.

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 16 July 2024.

16 MEETING CLOSURE