



A G E N D A

ORDINARY COUNCIL MEETING

21 May 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 21 May 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
16 May 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

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 Betty Pegrum 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 AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 April 2024 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 April 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 EDNA STEVENSON COMMITTEE MEETING

Minutes of the Shire of Corrigin Edna Stevenson Trust Committee Meeting held on Tuesday 14 May 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 Tuesday 14 May 2024 (Attachment 7.2.1).

7.2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes of the Local Emergency Management Committee meeting held on Tuesday 14 May 2024 (Attachment 7.2.2).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Tuesday 14 May 2024 (Attachment 7.2.2).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	14/05/2024
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 – April 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 April 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 April 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>020980</i>	<i>\$20.00</i>
<i>EFT Payments</i>	<i>EFT19908 – EFT20033</i>	<i>\$1,275,688.19</i>
<i>Direct Debit Payments</i>		<i>\$53,356.11</i>
<i>EFT Payroll Payments</i>		<i>\$135,349.20</i>

Total Municipal Account Payments ***\$1,464,413.50***

Edna Stevenson Trust Account

<i>EFT Payments</i>	<i>EFT19907</i>	<i>\$80.85</i>
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Total Trust Account Payments ***\$80.85***

Licensing Trust Account

<i>Direct Debit Payments</i>		<i>\$101,822.75</i>
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Total Licensing Trust Account Payments ***\$101,822.75***

Total of all Accounts ***\$1,566,317.10***

8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	15/05/2024
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 30 April 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 April 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 April 2024 was \$6,275,269. This is comprised of \$134,472 municipal funds (Municipal Bank Account and various till floats), \$1,519,861 in short term investment and \$4,620,936 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 82% complete as at the 30 April 2024. This is due to projects coming under budget, or not commencing for various reasons. <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor. <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of placing purchase orders. <u>Plant and Equipment</u> – The Manager of Works and Services vehicle will be delivered in May 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction. <u>Roads</u> – Construction has been completed. Outstanding projects are due to Federal and State Government issues for Wheatbelt Secondary Freight Network. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in May 2024. The project was pushed back to allow for the road projects to be completed and experienced staff be available to complete the works. <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. Swimming pool</p>	<p>Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets</p>

expansion joints are on track to be completed at the end of the summer season. RV Area Dump Point Septic Upgrade has been quoted on and purchase order issued for completion by end of June 24.	
Receivables Rates outstanding is \$59,570. 98.1% of rates have been collected for the year compared to 97.4% in April 2023. Current receivables of \$180,986 include \$123,393 of grant funding claims for capital road projects.	Page 14 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$2,677,622 which is comprised of \$8,815,798 Current Assets less \$988,662 Current Liabilities less \$5,149,514 Adjustments to Net Current Assets.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

Further information on the April 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 30 April 2024 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 ROE REGIONAL ORGANISATION OF COUNCILS RECOMMENDATION – ROE ROC MOU AMENDMENT

Applicant:	Shire of Corrigin
Date:	13/05/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GR.0030
Attachment Ref:	Attachment 8.2.1.1 – Revised Roe ROC Memorandum of Understanding Attachment 8.2.1.2 - Planning Session Notes Attachment 8.2.1.3 - Strategic Priorities Attachment 8.2.1.4 - Executive Officer Job Description and Indicative Budget Attachment 8.2.1.5 – Workforce Housing Scope of Works

SUMMARY

This item seeks Council endorsement of the revised Roe Regional Organisation of Councils Memorandum of Understanding (MOU).

BACKGROUND

The Roe Regional Organisation of Councils (Roe ROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin, and Narembeen.

The existing Memorandum of Understanding (MOU) was circulated to delegates on 13 March 2023 for comment prior to its expiration on 30 June 2023. Minor amendments were made to the agreement and the following resolution was passed at the Roe ROC meeting on 15 June 2023:

That delegates endorse the Roe ROC Memorandum of Understanding for the period 1 July 2023 to 30 June 2028 for presentation to member local governments.

The Shire of Corrigin passed a resolution endorsing the Roe ROC MOU in June 2023 followed by the Shire of Kondinin and Narembeen in November 2023 and Shire of Kulin in December 2023.

The MOU has been signed by the Shire of Corrigin but has not been signed by the remaining local governments.

Following a planning session held on 21 March 2024, Caroline Robinson from 150 Square Consulting, reviewed the MOU and proposed some minor amendments to the purpose, objectives, principles, and Schedule 2. The changes also include provision for an Executive Support Officer.

The following documents are provided as attachments

- Notes from the planning session held on 21 March 2024 in Corrigin.
- Strategic Priorities with an indicative three year timeframe to help the group achieve some short to medium term projects and gain some momentum.
- Executive Officer job description and indicative budget
- Roe ROC MoU showing amendments.

COMMENT

Roe ROC delegates reviewed the proposed changes to the MOU at the meeting held on 19 April 2024 passed the following resolution:

That Roe ROC recommend to Council

1. *Receives and notes the following documents for review*
 - *Meeting notes from the planning session held on 21 March 2024 in Corrigin.*
 - *DRAFT Strategic Priorities with indicative 3 year timeframe to help the group achieve some short to medium term projects and gain some momentum.*
 - *DRAFT job description for an Executive Officer*
 - *Indicative budget for a human resource based on an ‘average’*
 - *A high level review of the current Roe ROC MoU*
 - *Potential governance models.*
2. *endorse the minor amendments to the Roe ROC Memorandum of Understanding, as shown in red in Attachment 5.1.1 and change the period to 1 July 2024 to 30 June 2029 for presentation to member local governments.*
3. *the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire’s common seal.*
4. *Form a short term working group comprising of Roe ROC CEO’s to review and finalise the Executive Officer job description, budget and governance models for presentation to June 2024 meeting.*

The revised MOU better reflects the collaborative approach to future projects and strengthens the governance arrangements.

It is recommended that Council endorse the Roe ROC Strategic Priorities and Executive Officer position description and indicative budget.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The Roe ROC MOU includes provision for member council to make an annual financial contribution towards the operations in equal shares and may also be requested to contribute towards specific projects or initiatives.

The indicative budget for the Executive Officer is \$11,000 per annum

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
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

ROE ROC AND OFFICER'S RECOMMENDATION

That Council:

1. *Receives and notes the following documents:*
 - *Meeting notes from the planning session held on 21 March 2024 in Corrigin.*
 - *Strategic Priorities with indicative three year plan.*
 - *Executive Officer position description and indicative budget.'*
2. *Endorse the Roe ROC Memorandum of Understanding for the period 1 July 2024 to June 2029 as provided in Attachment 8.2.1.1.*
3. *Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire of Corrigin Common Seal.*
4. *Make provision of \$11,000 in the 2024/2025 annual budget for a contribution towards the employment of a Roe ROC Executive Officer.*

8.2.2 2024/2025 COMMUNITY ASSISTANCE PROGRAM

Applicant:	Shire of Corrigin
Date:	15/05/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0057
Attachment Ref:	Attachment 8.2.2 - 2024/2025 Community Assistance Program Applications Confidential Attachment – Ag Society Financials

SUMMARY

Council is requested to consider further applications received for the 2024/2025 Community Assistance Program.

BACKGROUND

Council established the Budget Consideration/Preparation and Community Grants Program policy in 2002. The policy was reviewed and updated in 2022 to provide guidelines on funding amounts and eligibility criteria.

The Community Assistance Program is designed to give financial assistance to the Corrigin community not for profit organisations and groups for various sponsorships, awards, projects, and events.

COMMENT

The 2024/2025 Community Assistance Program commenced advertising to the community in January 2024 with applications sent directly to many of Corrigin's community groups and sporting clubs personally inviting applications from each group. The program was also advertised to the wider community as per the below:

Facebook	24 January 2024 1 February 2024 6 February 2024 12 February 2024 21 February 2024
Shire Newsletter	February 2024 January 2024 March 2024
The Windmill Newspaper	Edition 1, 12 February 2024 Edition 3, 11 March 2024

At the Ordinary Meeting of Council held on 16 April 2024, Council resolved to consider the applications from the Corrigin Tennis Club, 1922 & You, and the Corrigin Triathlon in partnership with the Corrigin P&C.

An application was received prior to the closing date from the Corrigin Agricultural Society requesting assistance towards the 101st Corrigin Agricultural Show to be held in September 2024.

Application details are as follows:

Organisation	Funding Category	Maximum Council Contribution	Total Requested
Corrigin Agricultural Society	Significant Event Sponsorship/Assistance	\$10,000	\$9,945

The application is requesting Council for in-kind labour and equipment, annual fireworks contribution, and to sponsor the headline act the Junkadelic Band.

The Shire of Corrigin has previously contributed provided in kind labour and equipment as well as a contribution of \$3,000 for the fireworks each year at the Corrigin Agricultural Show

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.11 Community Assistance Program

FINANCIAL IMPLICATIONS

As per the program guidelines and policy Council allocates a total budget of \$35,000 per financial year for the three funding categories and a further \$30,000 for the waiver of rates, rubbish and facility or equipment fees. The allocation for the three funding categories is distributed in the following way:

Community Donations	\$5,000	Maximum contribution of \$500 per application
Community Grants	\$15,000	Maximum contribution of \$5,000 per application
Significant Events	\$15,000	Maximum contribution of \$10,000 per application

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
1.1	Joint planning with local and external key stakeholders to help improve the sense of place and access to opportunities for young people	1.1.2	Prioritise strategies and together with local and regional stakeholders work towards implementing them.
1.3	Support and help facilitate community events and inclusive initiatives	1.3.2	Together with local stakeholders identify and brand Corrigin’s arts and culture identity.
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.3	Continue to provide the Community Grant Scheme

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 accepts the application from the Corrigin Agricultural Society and considers a provision of \$9,945 towards in kind services and equipment, fireworks and sponsorship of the headline act for the 101st Corrigin Agricultural Show in the 2024/2025 budget.

8.2.3 PROPOSED LOCAL LAW – BUSH FIRE BRIGADES

Applicant:	Shire of Corrigin
Date:	10/05/2024
Reporting Officer:	Heather Talbot, Project Officer
Disclosure of Interest:	NIL
File Ref:	LE.0002
Attachment Ref:	Attachment 8.2.3 – <i>Shire of Corrigin Bush Fire Brigades Local Law 2024</i>

SUMMARY

In March 2024 Council resolved to commence the process for adoption of a new local law relating to the establishment of Bush Fire Brigades in the Shire of Corrigin.

This item seeks to finalise the formal local law-making process under section 3.12(4) of the *Local Government Act 1995* and make the attached *Shire of Corrigin Bush Fire Brigade Local Law 2024*.

BACKGROUND

The Shire of Corrigin does not currently have a local law for the establishment of Bush Fire Brigades. The Department of Fire and Emergency Services (DFES) and Western Australian Local Government Association (WALGA) provided advice to Council to rectify this situation in line with recent legal advice provided to both agencies. The premise of the advice was that if a Bush Fire Brigade is established, then this must be done in accordance with a Local Government's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954*.

During the March 2024 Council meeting, staff were directed to proceed to adoption of the *Shire of Corrigin Bush Fire Brigades Local Law 2024* and complete the requirements for public consultation. The results of the public consultation were then to be presented to Council for consideration following the closure date for submissions.

COMMENT

Community stakeholder engagement was undertaken in accordance with section 3.12(3) of the *Local Government Act 1995*. Local public notice was given in accordance with section 1.7 of the *Local Government Act 1995* and regulation 3A of the *Local Government (Administration) Regulations 1996* as following:

- A notice was published on the Shire of Corrigin website on 22 March 2024;
- a notice was published in the West Australian Newspaper on 27 March 2024;
- a notice was published in the April edition of the Shire of Corrigin Newsletter, published on the Shire website and social media on 28 March 2024 and included in the April editions of the Corrigin Windmill community newsletter;
- the public notice was displayed on the Shire Administration and Corrigin Community Resource Centre (Library) noticeboards between 22 March 2024 and 16 May 2024; and
- notice of the consultation was posted on the Shire's Facebook page on 27 March 2024.

No formal public submissions were received. An informal submission was received suggesting an independent person such as the Community Emergency Services Manager may be considered if declining a membership application is likely to be difficult for brigade members.

As required by section 3.12(3) of the *Local Government Act 1995*, a copy of the proposed local law was provided to both the Minister for Local Government and Minister for Emergency Services on 27 March 2024, via their relevant departments.

No formal responses have been received.

A final version of the *Shire of Corrigin Bush Fire Brigades Local Law 2024* as presented at the March 2024 Ordinary meeting of Council is attached.

STATUTORY ENVIRONMENT

Local Government Act 1995 s3.12. Procedure for making local laws
Bush Fires Act 1954 s41. Bush fire brigades

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

There are costs associated with the drafting, advertising and gazettal of the local law, estimated costs are under \$2,000.

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
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Resolves to make the Shire of Corrigin Bush Fire Brigades Local Law 2024 and authorises affixing of the Common Seal of the Shire to that local law.*
- 2. Authorise the Chief Executive Officer to complete the local law-making process as specified in section 3.12 of the Local Government Act 1995 to give effect to resolution one.*

8.2.4 TENDER AIRSTRIP LIGHTS

Applicant:	Shire of Corrigin
Date:	16/05/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0360
Attachment Ref:	Attachment 8.2.4 Tender Report provided under a separate cover

SUMMARY

Council is asked to consider the recommended successful tenderer to upgrade the lights at the Corrigin Airstrip.

BACKGROUND

The Shire of Corrigin called tenders to upgrade the runway and helipad lighting as well as the Patient Activated Lighting (PAL) system at the Corrigin Airstrip on Reserve 28131. The tender specifications required tenderers to ensure compliance with Royal Flying Doctor Service (RFDS), Civil Aviation Safety Authority (CASA) and Australian Standards.

The Corrigin Airstrip is located approximately 4 kilometres west of Corrigin and is used several times per month for RFDS transfers and occasionally by recreational pilots.

The original lights were installed in 1976 on the east west runway and the Pilot Activated Landing (PAL) system was installed in 2001 to provide safe landing facilities for the Royal Flying Doctor Service.

The runway lights are in poor condition and are no longer supported for spare parts. Problems have been experienced with the PAL system which is at the end of its service life and currently requires manual operation.

The patient transfer building was upgraded in 2011 along with new apron, helicopter landing and windsock lighting.

The tender process was advertised on 19 April 2024 in the West Australian Newspaper, local newsletter, shire website, shire office and library notice boards and Facebook page. Interest in the tender was good and a site visit was attended by two companies.

Four compliant tenders were received by the closing date from the following companies.

Company Name	Price Inc GST
Aerolight	\$372,838
Airport Alliance Contracting	\$411,147.55
Park City Constructions	\$454,797.51
Aerodrome Management Services Pty Ltd (AMS)	\$580,873.87

The evaluation of the tenders against a predetermined compliance and weighted assessment criteria was delayed due to staff illness and a tender report will be provided under separate cover.

Criteria	Weighting
Tendered price	40%
Relevant company and contractor skills and experience	20%
Methodology and approach	20%
Availability and timeliness	10%
Regional price preference	10%

COMMENT

Maintaining assets for the current and future community was identified as a key objective of the Strategic Community Plan 2021-2031.

Council identified the upgrade of the airstrip lights as a high priority project and passed the following resolution in August 2023:

That Council authorise the CEO to prepare and lodge the LRCIP Phase 4 application for the following projects:

*Part A upgrade to the Corrigin Medical and Wellness Centre
upgrade airstrip lights*

Part B Gill Road reseal and upgrade floodway on Wickepin Corrigin Road.

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

The purpose of the funding is to enable local governments to undertake additional infrastructure projects over and above what was planned to be undertaken using own funds, to stimulate local economy and create employment opportunities.

The airstrip lighting upgrade meets the eligibility requirements of the grant funding and is required to be completed by the June 2025 timeframe as outlined in the grant agreement:

The airstrip lighting upgrade will ensure the assets are well maintained for future generations and provide safer landing for the Royal Flying Doctor Service.

The lighting upgrade may be completed in stages depending on the cost and available funding. Contractors are asked to provide quotes for the complete upgrade as well as individual pricing for new runway lights, helipad lights and upgrade of the PAL system.

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 \$200,000 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 2.9 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 4.4 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 4.5 of this Policy is not deemed to be suitable

FINANCIAL IMPLICATIONS

The LRCIP Phase 4 Part A funding of \$172,092 and council contribution for the airstrip lights upgrade is included in the 2023/24 capital works budget

Quotes obtained in February 2024 were significantly greater than the tender threshold and available funds.

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.

Objective: Environment

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

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Accepts the Tender submitted by _____ for the upgrade of the airstrip lights and Pilot Activated Lighting system 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 to Contract.*

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

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 June 2024.

16 MEETING CLOSURE