



AGENDA

ORDINARY COUNCIL MEETING
15 June 2021

Notice of Meeting

The next Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 15 June 2021 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

Order of Business

- 12.30pm Lunch
- 1.00 pm Discussion Forum
- 2.30pm Afternoon Tea
- 3.00 pm Council Meeting

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



Natalie Manton
Chief Executive Officer
10 June 2021

Disclaimer:

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

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Strengthening our community now to grow and prosper into the future

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1 DECLARATION OF OPENING

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

APOLOGIES

NIL

LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has been advised that Murray Oates, Alice Mary (Mais) Gayfer and Kylie Butterworth have passed away since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION AND RECEIPT OF MINUTES

7.1 PREVIOUS COUNCIL MEETINGS AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 May 2021 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 May 2021 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 June 2021 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION

That the minutes of the Audit and Risk Management Committee meeting held on Tuesday 8 June 2021 be received.

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORTS

8.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Date:	6/04/2021
Reporting Officer:	Tayla Bryant, Customer Service Officer, Community Services
Disclosure of Interest:	NIL
File Ref:	CS.0008
Attachment Ref:	NIL

CORRIGIN CRC MONTHLY USAGE – MAY 2021

CUSTOMER ACCESSING FEE FOR SERVICE AND SALES					
SERVICES / FEES	MTHLY	FROM JULY 2020	SALES	MTHLY	FROM JULY 2020
Internet Use / Computer Use	7	97	Movie Club Fees	11	73
Photocopying / Printing / Faxing	14	216	Phonebook Sales	2	65
Laminating / Binding / Folding	2	29	'Moments in Time' Books	0	0
Sec. Services / Scans / Email / CD Burning	9	63	Book Sales	0	3
Room Hire	1	20	Wrapping Paper / Postcard Sales	0	4
Equipment Hire	0	2	Polo Shirt / Eco Bag Sales	0	0
Training / Course Fees	0	51	Phone Calls	0	0
Resource Centre Membership Fees	0	10	"A Fortunate Life" Ticket Sales	0	150
Exam Supervision	0	0			
Total:	33	455	Total:	13	295
<i>Monthly People through:</i>	46				
CUSTOMER ACCESSING CORRIGIN CRC SERVICES					
SERVICES	MTHLY	FROM JULY 20	SERVICE	MTHLY	FROM JULY 20
Phonebook Enquiries	15	38	Corrigin Toy Library	7	62
Tourism	16	267	Broadband for Seniors / Webinars	6	87
Government Access Point	0	69	General Enquires (Face/Email/Website)	144	1325
Community Information	11	150	Corrigin Public Library	51	454
Conf. / Vid Conf. / Training	45	718	Corrigin Library eResources	188	741
University Exams	0	0			
Total:	87	1242	Total:	396	2669
<i>Monthly People through:</i>	483				

TOTAL FOR THE MONTH OF MAY: 529

COMMUNITY ECONOMIC / BUSINESS AND SOCIAL DEVELOPMENT BOOKINGS – MAY 2021

DESCRIPTION	NO'S	ROOM	GOVT. HOT OFFICE BOOKING (HO), COMMERCIAL BOOKING
Active Seniors	4	Conference Room	N/A
Movie Club	11	Conference Room	N/A
Roe Tourism Meeting	4	Video Conf Room	N/A
Active Seniors	8	Conference Room	N/A
Rural Traffic Services	6	Video Conf Room	Commercial
Education Department	2	Video Conf Room	Hot Office Booking
Active Seniors	5	Conference Room	N/A

CORRIGIN CRC Annual Summary Report

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691	716	756	497	552	636	413	590	370	479	6939
2013-14	651	494	516	706	597	479	405	529	641	640	616	553	6827
2014-15	769	757	750	878	651	443	455	569	403	603	486	499	7263
2015-16	543	695	668	813	681	466	591	534	530	585	626	553	7285
2016-17	620	588	675	618	455	366	513	388	595	336	540	450	6144
2017-18	461	372	516	663	563	422	376	596	563	646	532	444	6154
2018-19	578	521	425	708	547	397	386	562	546	635	617	563	6485
2019-20	583	472	526	664	467	311	647	529	*480	*296	*341	424	5740
2020-21	391	409	449	561	369	325	476	428	339	464	529		

*COVID-19 pandemic restrictions in place

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 - An inclusive, welcoming and active community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1.1	Work in partnership with community and sporting groups	3.1.1.2	Assist sport and recreation clubs in accessing grant funding opportunities
3.1.3	Facilitate, encourage and support community events	3.1.3.1	Promote and support local events with emphases on events that promote visitation of the Shire.
		3.1.3.2	Engage and facilitate the community to encourage the establishment and continuation of local events.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Corrigin Community Resource Centre Report.

8.1.2 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	1/06/2021
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – May 2021

SUMMARY

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

BACKGROUND

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

COMMENT

The cheque, EFT and Direct Debit payments that have been raised during the month of May 2021 are provided as Attachment 8.1.2 – Accounts for Payment - May 2021.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$22,952.40.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	16160 - 16161,		
		16164 - 16231	\$138,435.68	
	Cheque	020611 - 020622	\$29,645.90	
	Direct Debit	May 2021	\$31,570.46	
	Payroll	May 2021	\$114,912.35	\$314,564.39
Trust	EFT	16162 - 16163	\$60.55	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	\$60.55
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	May 2021	\$33,357.25	\$33,357.25
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	\$0.00
Total Payments for the Month of May 2021				\$347,982.19

Previous Accounts for Payment report

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.2 – Accounts for Payment – May 2021, the following information is provided on the last cheque or EFT number used.

Bank Account	Payment Type	Last Number	First Number in report
Municipal & Trust & ES Trust & Licensing	EFT	EFT16159	EFT16160
Municipal	Cheque	020610	020611
Trust	Cheque	003392	No Payments
Edna Stevenson	Cheque	000065	No Payments

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020 / 2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council reviews the list of accounts paid and acknowledges that payments totalling \$347,982.19 have been made during the month of May 2021.

8.1.3 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	8 June 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.3 – Accounts for Payment – Credit Cards April 2021

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the periods 30 March 2021 to 28 April 2021.

BACKGROUND

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

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

COMMENT

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

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

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.9 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council in accordance with Attachment 8.1.3 endorse credit card payments for the period 30 March 2021 to 28 April 2021 for \$2,090.16.

8.1.4 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	8 June 2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment – 8.1.4 Monthly Financial Report for month ending 31 May 2021

SUMMARY

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

BACKGROUND

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

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

COMMENT

Council is maintaining a solid cash position with \$2.59million remaining in short term investment. Final claims for funding are being prepared for collection prior to 30 June such as Regional Road Group funds and Aged Housing grant.

Capital projects are progressing and most of the larger projects are completed or near completion. There will be several projects carried over to the new financial year such as the Rotary Park upgrade, Town Hall and Roads Board conservation works, oval lighting upgrade and the Wellness Centre refurbishment.

Approximately 94% of the outstanding rates have been collected to date and this is the same percentage collected at 30 June last financial year.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN

Applicant:	Shire of Corrigin
Date:	7/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0049
Attachment Ref:	Attachment 8.2.1 –Strategic Community Plan 2021-2031 and Corporate Business Plan

SUMMARY

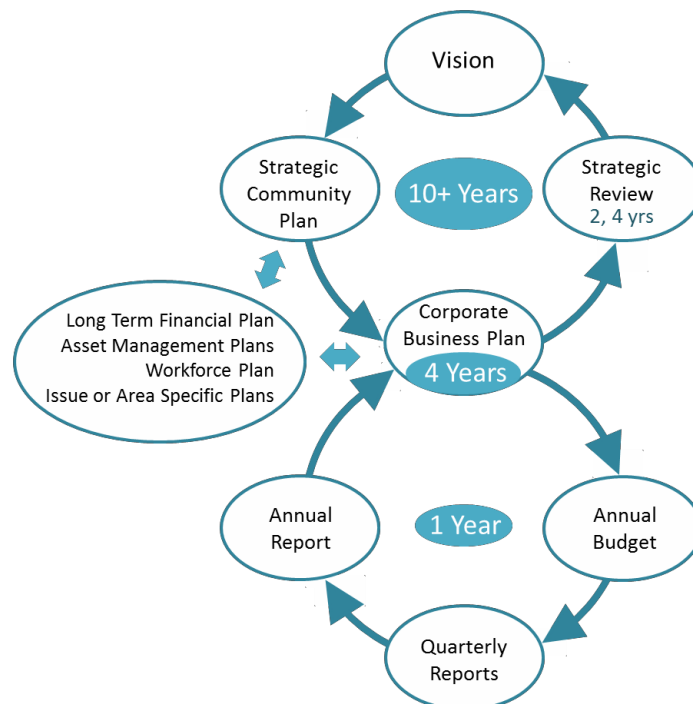
Council is requested to endorse the Shire of Corrigin Strategic Community Plan for the period 2021-2031 following recent community consultation.

BACKGROUND

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* require a plan for the future encompassing a Strategic Community Plan and a Corporate Business Plan.

The development of the Strategic Community Plan and Corporate Business Plan is undertaken in accordance with the Integrated Planning and Reporting Framework and Guidelines. An essential element of the Integrated Planning and Reporting process is to enable community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. It is designed to articulate the community's vision, aspirations, outcomes and priorities for the future of the district.

The Strategic Community Plan and Corporate Business Plan are informed by several other key plans and processes. The connection between the community and the Shire's strategic plans, annual budget and corporate documents developed to guide the Shire in delivering services to the community are shown in the diagram below.



A comprehensive review of the Strategic Community Plan is to be undertaken once every four years. The Local Government Advisory Standard suggests that desktop review of the Strategic Community Plan be undertaken two years from adoption of the plan.

The Shire of Corrigin engaged consultants, 150 Square Pty Ltd to conduct a full review of the Shire of Corrigin's Strategic Community Plan that complies with the *Local Government (Administration) Regulations 1996*. An extensive community engagement program was undertaken during April and May 2021 to obtain the community's aspirations, vision and objectives for the future as well as obtaining feedback in relation to the Shire's services and facilities.

Based on community engagement, 150 Square Pty Ltd developed the draft Strategic Community Plan which sets out the vision for the Shire's future and captures the community's aspirations and values. A copy of the draft Strategic Community Plan 2021-2031 and Corporate Business Plan is provided as Attachment 8.2.1.

COMMENT

The Strategic Community Plan 2021-2031 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 is reviewed annually to ensure that the Shire's performance is regularly monitored and reported to Council and the community. The underlying objective of the plan is to create a process of continuous improvement and review.

In accordance with the *Local Government (Administration) Regulations 1996* section 19D, Council is required to give public notice on the adoption of the Strategic Community Plan and its availability for inspection.

STATUTORY ENVIRONMENT

Local Government Act 1995
s 5.53 and s.5.56

Local Government (Administration) Regulations 1996
Part 5 Annual reports and planning
Division 3 - Planning for the future:
19CA Information about modifications to certain plans to be included (Act s. 5.53(2)(i))
19C Planning for the future: strategic community plans –
19DA Planning for the future: corporate business plans –
19D Notice of plan to be given

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Achievement of actions will depend on available resources in 2020/21 and future years' budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership
Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of IPR documents and Informing strategies, including Long Term Financial Plan, Asset Management Plan and Workforce Plan
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

- 1 *Adopts the Shire of Corrigin Strategic Community Plan 2021-2031 and Corporate Business Plan (subject to minor amendment) as provided for in Attachment 8.1.2.*
- 2 *In accordance with Local Government (Administration) Regulations 1996 section 19D, give public notice on the adoption and availability of the Shire of Corrigin Strategic Community Plan 2021 – 2031 and Corporate Business Plan.*

8.2.2 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS

Applicant:	Shire of Corrigin
Date:	8/06/2021
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0274
Attachment Ref:	NIL

SUMMARY

The Audit and Risk Management Advisory Committee recommends that Council endorse the resolutions from the meeting held on Tuesday 8 June 2021.

BACKGROUND

Representatives from the Office of the Auditor General (OAG) and AMD met with the Audit and Risk Management Committee to provide an overview of the audit process for 2020/2021 and respond to questions from committee members.

AMD have been engaged by the Office of the Auditor General (OAG) Western Australia to perform an audit of the Shire of Corrigin's annual financial report for the year ending 30 June 2021.

Mr Steven Hoar, OAG Director Financial Audit and Ms Maria Cavallo, Auditor Director, AMD attended the meeting by telephone.

COMMENT

The Audit and Risk Management Committee endorsed the Audit Planning Summary which sets out the proposed strategy for the audit. The key purpose of this memorandum is to:

- set out the audit scope and approach in summary;
- identify and communicate the key audit risk areas which we expect to be the focus of the audit procedures; and
- promote effective communication between the auditor and those charged with governance.

The Audit and Risk Management Committee also endorsed the Chief Executive Officer, Natalie Manton, to sign the fraud and error assessment checklist.

The interim audit was conducted 10 to 11 May 2021 and the final visit is booked for the period 20 to 22 September 2021. The annual report is expected to be finalised in November 2021 ready for endorsement at the Council meeting on 21 December 2021.

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 7

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

8.12 Appointment of an Auditor

FINANCIAL IMPLICATIONS

Provision for \$45,900 for the costs associated with the 2020/2021 Interim and Annual Audit will be made in the 2021/2022 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.1.2	Undertake strategic planning and ensure legislative compliance	4.1.2.1	Review Council's Community Strategic Plan to ensure it remains aligned to the community's vision, aspirations and desired outcomes
4.1.3	Maintain accountability and financial responsibility to ensure the stability of the Shire	4.1.2.2	Annual review of Council's policies and Corporate Business Plan
		4.1.2.3	Regular review of Integrated Planning and Reporting documents and informing strategies including Long Term Financial Plan, Asset Management Plan and Workforce Plan
		4.1.3.3	Provide Council adequate and appropriate financial information on a timely basis

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council

- 1. acknowledge the responsibilities for the audit to be conducted by AMD on behalf of the Office of the Auditor General for the year ending June 2021 including the responsibilities of the President and CEO.*
- 2. endorse the Audit Planning Summary outlining the scope, approach and key deliverables of the audit of the annual financial report for the year ending 30 June 2021.*
- 3. authorise the Chief Executive Officer to sign the Fraud and Error Assessment for the year ending 30 June 2021.*

8.2.3 CODE OF CONDUCT FOR EMPLOYEES

Applicant:	Shire of Corrigin
Date:	9/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0059
Attachment Ref:	Attachment 8.2.3 Shire of Corrigin Code of Conduct for Employees

SUMMARY

Council is asked to note the new Code of Conduct for Employees as required by the *Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021* (Employee Code Regulations).

BACKGROUND

The government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Employees. *Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021* (Employee Code Regulations) introduced minimum requirements for local government employees in relation to gifts, conflicts of interest and disclosure. In addition, the Employee Code Regulations provide that a local government's code of conduct for employees must contain requirements pertaining to:

- behaviour;
- disclosure of information;
- the use of information and resources;
- record keeping; and
- reporting and managing misconduct.

The CEO is required to prepare and implement a code of conduct to be observed by employees. The CEO may amend the code as required and must ensure that an up-to-date version of the code is published on the local government's official website.

Local Governments are required to implement a revised Code of Conduct for Employees that incorporates the Model Code of Conduct as soon as practicable, in accordance with the new s.5.51(3) of the Act.

COMMENT

In order to comply with the *Local Government (Model Code of Conduct) Regulations 2021*, local governments must review and/or update their employee code of conduct to ensure that it meets the requirements set out in the Employee Code Regulations. Most of the content of current employee code of conduct already meet the requirements of the regulations.

Local governments will need to incorporate requirements relating to standards of behaviour, the use of information, use of local government resources and finances have been incorporated into the employee code.

Local governments must ensure their employee code of conduct includes requirements relating to reporting of misconduct as provided in the Employee Code Regulations and in accordance with their statutory obligations.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Administration) Amendment Regulations 2021

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

Local Government (Model Code of Conduct) Regulations 2021.

POLICY IMPLICATIONS

4.1 Code of Conduct to be repealed and replaced with the new Code of Conduct

FINANCIAL IMPLICATIONS

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

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council

1. Acknowledge the new Shire of Corrigin Code of Conduct Employees, listed as Attachment 8.2.3, to comply with section 5.51A of the Local Government Act 1995
2. Request the Chief Executive Officer to ensure the updated Codes of Conduct is published on the Shire's official website, as soon as practical in compliance with sections 5.551A (3) and 5.104 (7) of the Local Government Act 1995.

8.2.4 DELEGATION REGISTER REVIEW

Applicant:	Shire of Corrigin
Date:	14/05/2020
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GOV.0001
Attachment Ref:	Attachment 8.2.4 – Delegation Register 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 16 June 2020 and passed by resolution 91/2020.

COMMENT

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

The WALGA Governance team provided assistance in the drafting of the register.

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 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the Delegations Register as provided in Attachment 8.2.4.

8.2.5 DEPARTMENT OF TRANSPORT LICENSING AGREEMENT

Applicant:	Shire of Corrigin
Date:	9/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CS.0007
Attachment Ref:	Attachment 8.2.5 - Transport Licensing Agreement

SUMMARY

Council is ask to endorse the agreement with the Department of Transport for licensing services.

BACKGROUND

The agreement between the Shire of Corrigin and the Department of Transport for the provision of licensing services under Section 11 of the *Road Traffic (Administration) Act 2008* expires in June 2021.

The agreement is due to be signed and returned to the Department of Transport by 25 June 2021.

COMMENT

The provision of licensing services at the Shire of Corrigin is delivered as a service to the community. The cost of providing the service is partially offset by a commission fee received from the Department of Transport for undertaking the services on their behalf.

The Shire of Corrigin received commission fees from the Department of Transport licensing services in 2020/2021 of \$21,086.71.

The fees paid to the Shire of Corrigin are outlined in the agreement from the Department of Transport and there is no scope for negotiation.

The new term for both the Agreement for the Provision of Licensing Services and Agreement for the Provision of Non Road Law Functions expires on 30 June 2026.

The agreement outlines the Department of Transport and the Shire of Corrigin responsibilities and obligations in relation to the provision of licensing services.

The Agreement for the Provision of Licensing Services includes:

- Transaction services
- Timeliness and quality of service
- Auditing of services
- Schedule of fees
- Confidential information declaration
- Business rules
- Equipment maintenance
- Performance measures

The Agreement for the Provision of Non Road Law Functions includes:

- Driving Instructor fees
- Off Road Vehicle registrations
- Proof of Age Cards
- License and boat licence renewals
- Schedule of Fees

STATUTORY ENVIRONMENT

Local Government Act 1995

Division 3 — Documents 9.49A. Execution of documents

- (1) A document is duly executed by a local government if —*
 - (a) the common seal of the local government is affixed to it in accordance with subsections*
 - (2) and (3); or*
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) The common seal of the local government is to be affixed to a document in the presence of —*
 - (a) the mayor or president; and*
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,*
each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

Road Traffic (Administration) Act 2008

POLICY IMPLICATIONS

1.11 Common Seal Usage Policy

FINANCIAL IMPLICATIONS

Slight increase in commissions fees from Department of Transport.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the President and Chief Executive Officer of the Shire of Corrigin sign and affix the common seal to the following agreements:

1. *DOT750921 Agreement for the Provision of Licensing Services in Shire of Corrigin in terms of Section 11 of the Road Traffic (Administration) Act 2008.*
2. *DOT750921 Agreement for the Provision of Non Road Law Functions in Shire of Corrigin.*

8.2.6 DEVELOPMENT APPLICATION – PROPOSED HAY STORAGE SHED ON LOT 19801 (NO.456) OLD KULIN ROAD, GORGE ROCK

Applicant:	Wheatbelt Steel Pty Ltd
Landowner:	GL & K Fisher Farms Pty Ltd
Location:	Lot 19801 (No.456) Old Kulin Road, Gorge Rock
Date:	8 June 2021
Reporting Officer:	Mr Joe Douglas – Consultant Town Planner (Exurban Rural & Regional Planning)
Disclosure of Interest:	NIL
File Number:	PA 03-2021
Attachment Reference:	Attachment 8.2.6 – Development Application FISHER

SUMMARY

This report recommends that Council grant conditional approval to a development application received from Wheatbelt Steel Pty Ltd on behalf GL & K Fisher Farms Pty Ltd (Landowner) to construct a new 768m² hay storage shed on Lot 19801 (No.456) Old Kulin Road, Gorge Rock.

BACKGROUND

The applicant has submitted a development application requesting Council's approval to erect a new 32 metre long, 24 metre wide and 8.9 metre high steel framed and zincalume clad shed on Lot 19801 (No.456) Old Kulin Road, Gorge Rock for the storage of hay to support the continued use of the land for extensive agricultural purposes (i.e. cropping and grazing). The proposed structure will be erected centrally in the southern portion of the land in an area previously cleared of all existing native vegetation. A 250,000 litre rainwater tank is also proposed to be installed on the northern side of the proposed shed for stormwater drainage management and water supply purposes.

A copy of the cover letter and plans submitted in support of the application are provided in Attachment 8.2.1.

Lot 19801 is located approximately 19 kilometres south-east of the Corrigin townsite in the locality of Gorge Rock. The subject land is an irregular shaped lot comprising a total area of approximately 559.57 hectares and has direct frontage and access to Middleton Road along its southern boundary and Old Kulin Road along its eastern side boundary, both of which are local roads under the care, control and management of the Shire that have been constructed to a basic rural standard (i.e. unsealed road carriageways).

Lot 19801 is gently to moderately sloping, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes, and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years. It is significant to note the land contains no built form improvements associated with its current use aside from a number of farm dams and associated catchments, vehicle access tracks, firebreaks and boundary fencing.

Existing adjoining and other nearby land uses are also rural in nature comprising broadacre agricultural activities on lots of various sizes.

Whilst Lot 19801 is not subject to inundation or flooding, those areas containing native vegetation and their immediate surrounds have been designated by the Fire and Emergency Services Commissioner as being bushfire prone, including that portion of the land where the new hay storage shed is proposed to be sited.

COMMENT

Lot 19801 is classified 'Rural' zone under the Shire of Corrigin Local Planning Scheme No.2 (LPS2).

Under the terms of LPS2 the development of any land classified 'Rural' zone for extensive agricultural purposes is listed as being a permitted (i.e. a 'P') use. Notwithstanding this fact, Council's development approval is still required as no express exemption to the requirement to obtain approval for any such use, including any associated construction works, is contained in LPS2 or the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The application has 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 with the following relevant requirements:

- Land capability and land use compatibility;
- Lot boundary setbacks;
- Building height;
- Preservation of the rural character and amenity;
- Preservation of natural environmental features, drainage patterns and catchments;
- Vehicle access and parking; and
- Flood risk and stormwater drainage management.

In relation to the potential bushfire risk, Council should note the proposed new shed will be used for storage purposes only to support the continued use of the subject land for extensive agricultural purposes (i.e. cropping and grazing). Given the proposed new shed will not:

- i) result in the intensification of land usage;
- ii) result in an increase of residents or employees;
- iii) involve the occupation of employees on site for any considerable amount of time; or
- iv) result in an increase to the potential bushfire threat,

the development is exempt from the requirements of State Planning Policy 3.7 entitled 'Planning in Bushfire Prone Areas' and the associated regulations. As such, Council may approve the application without the need for a Bushfire Attack Level Assessment and Bushfire Management Plan.

In light of the above findings it is concluded the proposal for Lot 19801 is acceptable and unlikely to have any negative impact 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 accordance with the information and plans submitted in support of the proposal.

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

State Planning Policy 2.5 – Rural Planning

FINANCIAL IMPLICATIONS

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget.

All costs associated with the proposed development will be met by the applicant/landowner.

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

COMMUNITY & STRATEGIC IMPLICATIONS

The proposal for Lot 19801 is considered to be consistent with the following stated objectives and outcomes in the Shire of Corrigin Strategic Community Plan 2017-2027:

- i) Economic Objective - A strong, diverse economy supporting agriculture, local business and attracting new industry;*
- ii) Economic Outcome 1.3 - Well supported diverse industry and business;*
- iii) Environment Objective - An attractive natural and built environment for the benefit of current and future generations;*
- iv) Environment Outcome 2.2 – A well-managed built environment.*

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

*That Council **APPROVE** the development application submitted by Wheatbelt Steel Pty Ltd on behalf GL & K Fisher Farms Pty Ltd (Landowner) to construct a new 768m² hay storage shed on Lot 19801 (No.456) Old Kulin Road, Gorge Rock subject to the following conditions and advice notes:*

Conditions

- 1. The proposed development shall be undertaken in a manner consistent with all the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.*
- 2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.*
- 3. The proposed 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 Council having first being sought and obtained.*

Advice Notes

- 1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant/landowners and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.*
- 2. This is a development approval of the Shire of Corrigin under its Local Planning Scheme*

No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

3. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application may need to be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land. To confirm the Shire's requirements in this regard please contact the Shire's Building Surveyor Mr Peter Hulme on 0402 232 264 or peter.hulme@kalamunda.wa.gov.au.
4. The proposed storage shed is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with any building permit application that may be required.
5. The applicant/landowner is reminded of their obligation to ensure compliance with the specific standards and requirements of the Shire of Corrigin Annual Fire Break Notice as it applies to all land within the municipal district.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Corrigin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
7. If the applicant/landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of the determination.

8.2.7 DUAL FIRE CONTROL OFFICERS 2021/22

Applicant:	Shire of Pingelly
Date:	8/06/2021
Reporting Officer:	Kirsten Biglin, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.7 – Appointment of Dual Fire Control Officers 2021/22

SUMMARY

The Shire of Pingelly has requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2021/2022 bush fire season.

BACKGROUND

The Shire of Corrigin has received correspondence from the Shire of Pingelly requesting the following people be appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 bush fire season:

Shire of Pingelly:

- Mr Rodney Shaddick
- Mr Sam MacNamara
- Mr Brodie Cunningham
- Mr Jeffrey Edwards
- Mr Victor Lee

COMMENT

Fire Control Officers who adjoin neighbouring shires require the adjoining shires approval 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 2017-2027 and Corporate Business Plan 2018-2022:

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2021/2022 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 Pingelly:

- *Mr Rodney Shaddick*
- *Mr Sam MacNamara*
- *Mr Brodie Cunningham*
- *Mr Jeffrey Edwards*
- *Mr Victor Lee*

8.3 WORKS AND SERVICES

8.3.1 TENDER MECHANICAL SERVICES 2021-2023

Applicant:	Shire of Corrigin
Date:	8/06/2021
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0241
Attachment Ref:	Confidential Report – RFT 3/2021 to be tabled

SUMMARY

Council is asked to consider the recommended successful tenderer to provide heavy plant and machinery servicing on an hourly basis within the Shire of Corrigin for the 2021/22 financial year plus an option for a further year.

BACKGROUND

Tenders were called for the provision of heavy vehicle mechanical services on an hourly basis within the Shire of Corrigin for the 2021/22 financial year with an optional extension to the 2022/23 financial year. The requirements of the contract include workshop plant and equipment, suitably qualified mechanic and mobilisation to site. The work may include:

- Routine log book servicing,
- Breakdown repairs,
- Parts and consumables, and
- other service works as required.

Western Stabilisers Pty Ltd were awarded the contract for heavy vehicle mechanical servicing for the 2019/20 financial year. The option to extend the contract for a further year until 30 June 2021 was exercised by mutual agreement.

A public tender process for mechanical servicing for one year with an option of a further year was recently conducted with a closing date of 4 June 2021. The tender was publically advertised rather than using the WALGA Preferred Supplier Panel to ensure local businesses were offered the opportunity to quote for the work.

One compliant tender was received by the closing date and was evaluated by Natalie Manton, CEO, Kylie Caley, DCEO and Terry Barron, Leading Hand Construction, against a predetermined compliance and weighted assessment criteria.

Criteria	Weighting
Tendered price	50%
Operator Skills and Experience	25%
Tenderer's resources and availability	15%
Regional price preference	10%

COMMENT

The Shire of Corrigin has a fleet of heavy plant and machinery for road construction and maintenance that requires regular servicing to ensure the smooth operations of the local government operations.

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 2020/21 budget process. The estimated annual cost of mechanical servicing is approximately \$140,000 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 2021 financial year.

The submission received was professional, detailed and addressed the selection criteria.

Based on the weighted evaluations the officers have rated Western Stabilisers Pty Ltd as representing the best value for money based on the following:

- Providing a price within the budget allocation.
- Providing the most recent experience of works with a similar scope.
- Providing details of the qualifications and experience of all relevant staff and sub-contractors.
- 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 the tender for mechanical servicing rather than advertise for an in house mechanic at this stage due to the previous experience with the contractor and shortage of skilled mechanics in the current market.

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 sourced 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 cost of heavy vehicle servicing and maintenance in 2020/21 is approximately \$150,000.

The contract price has remained unchanged for the previous three years from 2018 to 2021. The current price is 10% higher than previous year however there has been an overall reduction in the overall annual cost of serving heavy plant and machinery since the work was put out to tender.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Leadership

Strong Governance and leadership

Outcome 4.1 - A strategically focussed dynamic Council serving the community

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Accepts the Tender submitted by Western Stabilisers Pty Ltd 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.*

8.3.2 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM PHASE 3

Applicant:	Shire of Corrigin
Date:	8/06/2021
Reporting Officer:	Natalie Manton Chief executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0123
Attachment Ref:	NIL

SUMMARY

This item seeks Council endorsement of the proposed projects for the Local Roads and Community Infrastructure Program (LRCIP) Phase 3 grant.

BACKGROUND

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

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

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

The previous allocation of funding under the LRCIP Phase 1 was allocated to the Bending Road Project while the LRCIP Phase 2 was allocated to the Town Hall and Old Roads Board buildings.

Under Phase 3 of the LRCI Program the Shire of Corrigin will receive an additional funding allocation of \$944,184. This funding will be available from 1 January 2022, with construction to be completed by 30 June 2023.

COMMENT

The funding announcement from Hon Michael McCormack MP, Deputy Prime Minister Minister for Infrastructure, Transport and Regional Development and Hon Mark Coulton MP Minister for Regional Health, Regional Communications and Local Government expects that the longer delivery timeframe for Phase 3 will provide local governments the time to consider broader scopes and potentially take up larger, more complex builds. Phase 3 is expected to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted.

Priority projects that maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver shovel ready projects that provide economic stimulus and benefits to communities are strongly encouraged.

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

It is recommended that the LRCIP Phase 3 funding be allocated to a community infrastructure or building project rather than a road project since the road construction team are heavily committed with existing funding, plus additional projects already planned for the 2021/22 and 2022/23 financial years. The capacity to deliver additional road projects and secure contractor services is limited and it is unlikely that a road project could be completed within the required timeframe.

Following previous consultation with Council, contractors and staff, the completion of the Rotary Park Redevelopment has been selected as the highest priority project. The project meets the eligibility requirements of the grant funding and is achievable by the June 2023 timeframe.

STATUTORY ENVIRONMENT

Local Government Act WA 1995

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The LRCIP funding of \$944,184 is able to be included in the 2021/22 budget to be adopted by Council at the July meeting.

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

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Strategic Community Plan 2017-2027

Objective: Social

An effectively serviced, inclusive and resilient community

Outcome 3.1 – An inclusive, welcoming and active community

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
3.1.2	Continue to provide infrastructure to support social wellbeing of the community	3.1.2.1	Provide well serviced and maintained infrastructure that can be utilised by the community for the provision of social and wellbeing activities in accordance with asset management plan.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council authorise the CEO to prepare and lodge the LRCIP Phase 3 application for the redevelopment of Rotary Park and include the funding allocation in the 2021/22 budget.

9 CHIEF EXECUTIVE OFFICER REPORT

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council meeting on Tuesday 20 July 2021 at 3.00pm.

16 MEETING CLOSURE