



# A G E N D A

## ORDINARY COUNCIL MEETING

15 August 2023

### Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 15 August 2023 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 3.00pm.

## Order of Business

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  
10 August 2023

*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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## Contents

1	DECLARATION OF OPENING .....	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	4
3	PUBLIC QUESTION TIME .....	4
4	MEMORIALS .....	4
5	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
6	DECLATIONS OF INTEREST .....	4
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES.....	4
7.1.1	ORDINARY COUNCIL MEETING .....	4
7.2	COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES .....	4
8	MATTERS REQUIRING A COUNCIL DECISION .....	5
8.1	CORPORATE AND COMMUNITY SERVICES REPORT.....	5
8.1.1	ACCOUNTS FOR PAYMENT .....	5
8.1.2	ACCOUNTS FOR PAYMENT – CREDIT CARDS.....	7
8.1.3	MONTHLY FINANCIAL REPORTS .....	9
8.2	GOVERNANCE AND COMPLIANCE.....	11
8.2.1	LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM.....	11
	PHASE 4.....	11
8.2.2	VARIATION CONTRACT SUPERVISION OF DRFAWA FIRE AND FLOOD REINSTATEMENT WORKS .....	13
8.2.3	REVIEW AND CONTINUATION OF BUILDING SERVICES – CITY OF KALAMUNDA.....	16
8.3	WORKS AND SERVICES .....	18
8.3.1	SUPPLY AND DELIVERY OF NEW GRADER.....	18
8.3.2	SUPPLY AND DELIVERY OF NEW MULTI TYRE ROLLER .....	20
8.3.3	ACCEPTANCE OF BITUMEN TENDER .....	22
8.3.4	MAIN ROADS HEAVY VEHICLE RAV 7 ACCESS REQUEST .....	25
9	CHIEF EXECUTIVE OFFICER REPORT.....	30
10	PRESIDENT’S REPORT .....	30
11	COUNCILLORS’ QUESTIONS, REPORTS AND INFORMATION ITEM .....	30
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL .....	30
13	INFORMATION BULLETIN .....	30
14	WALGA AND CENTRAL ZONE MOTIONS .....	30
15	NEXT MEETING .....	30
16	MEETING CLOSURE .....	30

## **1 DECLARATION OF OPENING**

Council would like to acknowledge that this meeting is being held on the traditional lands of the Noongar people and pay our respects to their elders past, present, and emerging.

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 Mr Brian Ronald Parsons has passed away since the last meeting.

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

NIL

## **6 DECLATIONS 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 18 July 2023 (Attachment 7.1.1).

#### **OFFICERS RECOMMENDATION**

*That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 July 2023 (Attachment 7.1.1) be confirmed as a true and correct record.*

### **7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES**

## 8 MATTERS REQUIRING A COUNCIL DECISION

### 8.1 CORPORATE AND COMMUNITY SERVICES REPORT

#### 8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	1/08/2023
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 – July 2023

#### 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 monthly 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 July 2023 are provided as Attachment 8.1.1 – Accounts for Payment – July 2023.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$316.14.

Bank Account	Payment Type	Reference	Amount	Total
Municipal	EFT	18995 - 19054, 19057 - 19073, 19075 - 19095	\$482,016.19	
	Cheque	020943 - 020947	\$25,904.12	
	Direct Debit	July 2023	\$28,323.51	
	Payroll	July 2023	\$129,303.23	<b>\$665,547.05</b>
Trust	EFT	19055 - 19056, 19074	\$9,234.50	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$9,234.50</b>
Licensing Trust	EFT	No Payments	\$0.00	
	Direct Debit	July 2023	\$41,654.40	<b>\$41,654.40</b>
Edna Stevenson	EFT	No Payments	\$0.00	
	Cheque	No Payments	\$0.00	
	Direct Debit	No Payments	\$0.00	<b>\$0.00</b>
<b>Total Payments for the Month of July 2023</b>				<b>\$716,435.95</b>

**Previous Accounts for Payment report**

To enable Council to check that no sequential payment numbers have been missed from the previous accounts for payment report and the report provided as Attachment 8.1.1 – Accounts for Payment – June 2023, 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 and Licensing	EFT	EFT18994	EFT18995
Municipal	Cheque	020942	020943
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**

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

**POLICY IMPLICATIONS**

Policy 2.7 – Purchasing Policy

**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 reviews the list of accounts paid and acknowledges that payments totalling \$716,435.95 have been made during the month of July 2023.*

## 8.1.2 ACCOUNTS FOR PAYMENT – CREDIT CARDS

Applicant:	Shire of Corrigin
Date:	07/07/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0036
Attachment Ref:	Attachment 8.1.2 – Accounts for Payment – Credit Cards

### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 May 2023 – 28 June 2023.

### BACKGROUND

This information is provided to Council monthly 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 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 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 2022/2023 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 (LTFP) 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 endorse credit card payments for the period 30 May 2023 – 2 June 2023 for \$1,607.53 in accordance with Attachment 8.1.2*



### 8.1.3 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	10/08/2023
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.3 – Monthly Financial Report for the period ending 31 July 2023

#### SUMMARY

This report provides Council with the monthly financial report for the month ending 31 July 2023.

#### 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

July closed with \$369,950 in the Municipal bank account and \$2,238,256 in short term investment. The 2023/2024 allocation of Federal Assistance Grants funding was received in advance on 30 June 23 for an amount of \$2,355,951, of which \$1,766,963 (equal to ¾ of the total funding received) was transferred to the Grants and Contributions reserve.

Rates and Rubbish charges were raised after the budget adoption and distributed by close of business on 28 July 2023.

The closing outstanding rate arrears for 2022/2023 was \$68,912 and the total rates levied for 2023/2024 was \$2,945,184. The current rates receivable amount is made up of the following:

Long outstanding debtor	47,662
(Includes current charges. Receiving regular payments)	
2 properties with a Property Seize and Sale Order	30,763
Debt Collection Agent (current debts)	13,291
Current Instalments Remaining	46,554
Current Pensioners (not due until 30 June 2023)	175,097
Deferred Pensioners	18,501
Special Payment Arrangements	2,323
2023/2024 Rates Levied	2,945,184
LESS Excess Rates (Rates Payment in Advance)	-5,231
<b>TOTAL OUTSTANDING AT 31 JULY 2023</b>	<b>3,274,144</b>

Further information on the July 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*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Expenditure in accordance with the 2023/2024 Annual Budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Governance and Leadership

Strong Governance and Leadership

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the month ending 31 July 2023 as presented, along with notes of any material variances.*

## 8.2 GOVERNANCE AND COMPLIANCE

### 8.2.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

#### PHASE 4

Applicant:	Shire of Corrigin
Date:	7/08/2023
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 4 grant.

#### BACKGROUND

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

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

In order to be eligible for consideration for the LRCIP funding projects are required to be in addition to existing work plans for 2023/2024 or brought forward from future years. The purpose of the funding is for local governments to undertake additional infrastructure projects over and above what was planned using own funds, to stimulate local economy and create employment opportunities.

The previous allocation of funding under the LRCIP was allocated to the following projects:

- Phase 1 Bending Road
- Phase 2 Corrigin Town Hall and Old Roads Board restoration and standpipe controller
- Phase 3 Rotary Park playground upgrade.

From July 2023, LRCIP funding recipients will have access to their allocation from the \$750 million Phase 4 funding. Phase 4 funding allocations include an additional \$250 million targeted to improve rural, regional and outer urban roads. Projects funded under Phase 4 are expected to be completed by 30 June 2025.

#### COMMENT

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

Following previous consultation with Council, contractors and staff, the upgrade of Corrigin Medical and Wellness Centre and airstrip lights have been selected as the highest priority projects. These projects meet the eligibility requirements of the grant funding and can be completed by the June 2025 timeframe as outlined in the grant agreement:

Allocating the funding to these projects will ensure the assets are well maintained for future generations and the airstrip lights provide safer landing for the Royal Flying doctor service.

The 2023/2024 budget included the reseal of Gill Road and upgrade of floodway on Wickepin Corrigin Road (Mooney’s Crossing) for the LRCIP Phase 4 Part B Road component.

**STATUTORY ENVIRONMENT**

*Local Government Act WA 1995*

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

The LRCIP Phase 4 Part A funding of \$472,092 and Part B funding of \$272,313 was included in the 2023/2024 capital works budget

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

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**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**

Simple Majority

**OFFICER’S RECOMMENDATION**

*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.*

## 8.2.2 VARIATION CONTRACT SUPERVISION OF DRFAWA FIRE AND FLOOD REINSTATEMENT WORKS

Applicant:	Shire of Corrigin
Date:	7/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	GS.0125, ROA.0038
Attachment Ref:	NIL

### REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with s5.23 (2) the Local Government Act because it deals with matters affecting:

- s5.23 (2)(c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- s5.23 (2)(e)(ii) *a matter that if disclosed, would reveal information that has a commercial value to a person.*

### OFFICER'S RECOMMENDATION

*That Council close the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

### SUMMARY

Council is asked to consider a variation to the contract for the Supervision of Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Fire and Flood Recovery and Reinstatement Works following confirmation of the funding amount.

### BACKGROUND

The Shire of Corrigin sustained widespread damage to various roads following heavy rainfall throughout the Shire during July 2021. The damage included road and shoulder scours, damaged and blocked floodways and culverts, destruction or dislocation of culvert headwalls and silting of table and cut-off drains.

In February 2022 the shire also sustained significant damage to roads and public assets from a large bush fire.

After the flood and fire events, the Shire of Corrigin engaged Greenfield Technical Services to undertake an assessment of the damage to provide an initial assessment of the nature and extent of the damage and cost estimate of repairs to Shire roads and public assets.

The Shire of Corrigin submitted two applications for funding under the DRFAWA associated with a flood event (AGRN978) in July 2021, and bushfire event (AGRN1010) in February 2022. Council awarded a contract to Greenfields Technical Services in July 2022 following a tender process for the supervision of DRFAWA flood and fire reinstatement works. The initial contract was based on the indicative cost estimate for both events to be managed simultaneously.

The cost estimate for AGRN 978 was approved by the Department Fire and Emergency Services (DFES) in July 2023 and AGRN 1010 is expected to be approved in August 2023.

The Shire of Corrigin conducted a tender process for the restoration of public assets in June 2022 and awarded a contract to Red Dust Holdings based on a schedule of rates.

## **COMMENT**

The indicative cost estimate for AGRN 978 and AGRN 1010 was revised based on the schedule of rates submitted by Red Dust Holdings. The project management estimate has also increased from the initial estimate of \$377,860 and includes contingency and cost escalation increases.

Council has delegated authority to the CEO to vary a contract not more than 10%. Council is asked to approve a variation to the contract with Greenfield Technical Services based on the revised DRFAWA approved cost estimate.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

## **POLICY IMPLICATIONS**

Policy 2.9 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.

### **4.5 Tendering Exemptions**

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

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

## **FINANCIAL IMPLICATIONS**

The estimated cost of restoration of public assets submitted to DFES, including project management costs, have been included in the 2023/2024 budget estimates.

The DRFAWA income for AGRN 978 (flood) and AGRN (1010) fire claims has been included in the 2024/25 budget estimates.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council authorise the CEO to vary the contract with Greenfield Technical Services based on the increased total project management costs approved in the DRFAWA funding claim for AGRN978 and AGRN1010 including contingency and cost escalation estimates.*

**OFFICER’S RECOMMENDATION**

*That Council open the meeting to the public in accordance with sub section 5.23 (2) (c) and (e)(ii) of the Local Government Act 1995 and Clause 15.10 of the Standing Orders.*

### 8.2.3 REVIEW AND CONTINUATION OF BUILDING SERVICES – CITY OF KALAMUNDA

Applicant:	Shire of Corrigin
Date:	26/07/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	DBC.0011
Attachment Reference:	Attachment 8.2.3 - City of Kalamunda Memorandum of Understanding and Shared Services Agreement

#### SUMMARY

Council is requested to endorse the continuation of the existing agreement with the Shire of Kalamunda for the provision of building surveying services for further period of three years.

#### BACKGROUND

The Shire of Corrigin has had an agreement with the City of Kalamunda since 2012 to provide the following building surveying services including:

- Process applications for building licences.
- Prepare building approvals for issue.
- Undertake required site inspections.
- Advise on appropriate action following site inspection.
- Assess against Residential Design Codes requirements.
- Demolition Licences.
- Prepare reports in relation to any applications for building dispensations; and
- Provide a telephone enquiry service for local residents.

At the Ordinary Council Meeting held on June 2020 the following resolution was passed.

*Resolution (93/2020)*

*That Council:*

1. *Endorse the extension of the existing agreement with the City of Kalamunda for the provision of building services as outlined in the proposed Memorandum of Understanding and Shared Services Agreement for a further period of three years to 30 June 2023.*
2. *Delegates the formation of the Contract with the City of Kalamunda to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*

#### COMMENT

The existing agreement with the City of Kalamunda enables the Shire of Corrigin to provide a comprehensive building service to local residents and is working well. The current agreement commenced in 2020 and is to be reviewed every three years.

The staff at the City of Kalamunda are familiar with building and planning matters in the Shire of Corrigin and provide a telephone enquiry service for prospective building approval applicants as well as advice to Shire of Corrigin staff on the approvals process.

The annual cost of the service depends on the number of building applications assessed and the level of services used. The annual building fees income collected by the Shire of Corrigin over the past four years, as outlined in the *Building Act 2011 and Building Regulations 2012*, ranges from \$1,500 to \$3,500 per annum and are not sufficient to cover the cost of employing a part time staff member.



The City of Kalamunda provides a detailed breakdown of services used on a monthly basis and only invoices the shire for actual services provided. The annual cost of the service over the past four years has ranged from \$800 to \$4,000.

Council is requested to endorse the continuation of the existing arrangement for the use of building services from the City of Kalamunda.

### STATUTORY ENVIRONMENT

*Building Act 2011*

*Building Regulations 2012*

### POLICY IMPLICATIONS

2.7 Purchasing Policy

### FINANCIAL IMPLICATIONS

Annual cost of building service is approximately \$2,500 per annum and provision is made in the 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	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council:*

1. *Endorse the extension of the existing agreement with the City of Kalamunda for the provision of building services as outlined in the proposed Memorandum of Understanding and Shared Services Agreement for a further period of three years to 30 June 2026 with annual review of the price schedule.*
2. *Delegates the formation of the Contract with the City of Kalamunda to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*

## 8.3 WORKS AND SERVICES

### 8.3.1 SUPPLY AND DELIVERY OF NEW GRADER

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0340
Attachment Ref:	Confidential Attachment 8.3.1

#### SUMMARY

This item seeks to advise Council of the quotes received for supply and delivery of a new grader and recommends the quote representing the best value for money for the purpose of awarding a contract.

#### BACKGROUND

Council made provision in the 2023/2024 annual budget to replace the 2012 12M Caterpillar grader.

The Request for Quote (RFQ 11-2023) was advertised on the Vendor Panel platform on 25 July 2023 and closed on 8 August 2023. Detailed specifications were supplied to ensure the quotes were for a machine capable of carrying out a heavy workload most efficiently.

The Request for Quote (RFQ) was sent to 26 suppliers on the WALGA Preferred Supplier Panel and three responses were received.

The tender responses were evaluated by a panel comprising Natalie Manton Chief Executive Officer, Terry Barron Manager of Works and Services, and Nick Darke Acting Leading Hand Roads against the following predetermined selection criteria.

Price	40%
Breakdown and backup service	15%
Warranty	15%
Operational efficiency	20%
Regional price preference	10%

#### COMMENT

All submissions received were professional, detailed and met the specifications requested.

A confidential attachment outlining the quotes and detailed evaluation included in Attachment 8.3.1

The difference in price from the highest to lowest was \$32,000.

Based on the combined evaluation scores the submission by \_\_\_\_\_ was deemed to represent the best value for money at a cost of \$\_\_\_\_\_ gst exclusive.

#### STATUTORY ENVIRONMENT

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

**POLICY IMPLICATIONS**

Policy 2.9 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.

4.5 Tendering Exemptions

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

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

**FINANCIAL IMPLICATIONS**

The purchase of a new grader and disposal of the 2012 12M Caterpillar grader is included in the 2023/2024 annual budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Leadership

Strong Governance and leadership

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council:*

1. *Accepts the E-Quote submitted by \_\_\_\_\_ as the best value for money.*
2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*
3. *Delegate the disposal of the 2012 12M grader to the CEO.*

### 8.3.2 SUPPLY AND DELIVERY OF NEW MULTI TYRE ROLLER

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0340
Attachment Ref:	Confidential Attachment 8.3.2

#### SUMMARY

This item advises Council of the quotes received for supply and delivery of a new multi tyred roller and recommends the quote representing the best value for money for the purpose of awarding a contract.

#### BACKGROUND

Council made provision in the 2023/2024 annual budget to replace the 2011 Bomag BW25RH multi tyre roller.

The Request for Quote (RFQ 12-2023) was advertised on the Vendor Panel platform on 25 July 2023 and closed on 8 August 2023. Detailed specifications were supplied to ensure the quotes were suitable for the work required by the Shire of Corrigin.

The Request for Quote (RFQ) was sent to 26 suppliers on the WALGA Preferred Supplier Panel and six responses were received.

The tender responses were evaluated by a panel comprising Natalie Manton Chief Executive Officer, Terry Barron Manager of Works and Services, and Nick Darke Acting Leading Hand Roads against the following predetermined selection criteria.

Price	40%
Breakdown and backup service	15%
Warranty	15%
Operational efficiency	20%
Regional price preference	10%

#### COMMENT

All submissions received were professional, detailed and met the specifications requested.

A confidential attachment outlining the tender prices and detailed evaluation included in Attachment 8.3.2

The difference in price from the highest to lowest was \$93,000.

Based on the combined evaluation scores the submission by \_\_\_\_\_ was deemed to represent the best value for money at a cost of \$\_\_\_\_\_ gst exclusive.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

**POLICY IMPLICATIONS**

Policy 2.9 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.

4.5 Tendering Exemptions

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

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

**FINANCIAL IMPLICATIONS**

The purchase of a new multi tyred roller and disposal of the 2011 BW25RH Bomag multi tyre roller is included in the 2023/2024 annual budget.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Leadership

Strong Governance and leadership

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council:*

1. *Accepts the E-Quote submitted by \_\_\_\_\_ as the best value for money.*
2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*
3. *Delegate the disposal of the 2011 Bomag BW25RH multi wheel roller to the CEO.*

**8.3.3 ACCEPTANCE OF BITUMEN TENDER**

Applicant:	Shire of Corrigin
Date:	7/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0340
Attachment Ref:	NIL

**SUMMARY**

This item provides advice to Council of the quotes received to Supply and Lay Bitumen Products including Aggregate for a three-year period as outlined in the 2023/2024 budget and ten year road program and recommends the contract be awarded to the company that represents the best value for money.

**BACKGROUND**

The Request for Quote (RFQ) was sent to 15 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel and responses were received from the following companies:

- Downer,
- Bitutek,
- Fulton Hogan, and
- Colas.

The responses varied considerably with the difference between the highest and lowest prices being \$626,729.

The responses were evaluated by a panel comprising the Natalie Manton Chief Executive Officer; Terry Barron Manager of Works and Services, and Nick Darke Leading Hand – Roads against pre-determined selection criteria.

**Evaluation Criteria**

Item No	Description	Weighting
1	Tendered Price(s)	60%
2	Company and operator experience with similar projects	20%
3	Recent customers	10%
4	Regional Price Preference	10%

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

**COMMENT**

The companies scored similarly on the qualitative criteria assessment with all having similar experience in providing bitumen products and services to Western Australian local governments.

Bitutek was the only company to provide a quote for the 2023 road program included in the price schedule.

Based on the combined evaluation scores the submission by Bitutek was deemed to represent the best value for money at a total cost of \$1,657,956 for the 2023/2024 financial year.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 section 3.57 – Tenders for providing goods or services*

*Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.*

**POLICY IMPLICATIONS**

**2.9 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.

**4.5 Tendering Exemptions**

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

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

**FINANCIAL IMPLICATIONS**

The 2023/2024 Budget contains provision for \$1,379,305 planned contract bitumen sealing works. The quoted price represents an increase of approximately \$278,651 and will require a revision of the road works program 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	4.4.4	Provide Council adequate and appropriate financial information on a timely basis

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council:*

1. *That Council accepts the price submitted by Bitutek Pty Ltd for the Supply and Lay of Bitumen Products including Aggregate 2023/2024 to 2025/2026, based on the indicative Shire of Corrigin works program and subject to final seal design and spray rates.*
2. *Authorise the Chief Executive Officer to execute and manage the contract, including any variations.*



**8.3.4 MAIN ROADS HEAVY VEHICLE RAV 7 ACCESS REQUEST**

Applicant:	Shire of Corrigin
Date:	8/08/2023
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	N Manton lives on Barber Road and is a customer of Hillco Transport
File Ref:	TT.0001
Attachment Ref:	NIL

**SUMMARY**

Council is asked to consider the request from Main Roads WA Heavy Vehicle Services for access to roads in the Shire of Corrigin to be upgraded to Restricted Access Vehicle (RAV) 7.

**BACKGROUND**

Main Roads WA Heavy Vehicle Services (HVS) has received an application to add the following roads the RAV network:

Dimension Requirements						Comments
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network	
4040018	Lomos South Rd	Brookton Hwy (0.00)	Rafferty Rd (9.91)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road. School bus route
4040043	Barber Rd	Jubuk South Rd (0.00)	Bullaring Pingelly Rd (19.01)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road Narrow section at SLK 13.90
4040044	Rafferty Rd	Barber Rd (0.00)	Jubuk South Rd (11.27)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road
4040023	Jubuk South Rd	Brookton Hwy (0.00)	Bullaring Pingelly Rd (14.6)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road Poor sight lines on Jubuk South Road at intersection of Brookton Highway
4040003	Bullaring Pingelly Rd	Bullaring Rd (0.00)	Wickepin Corrigin Rd (17.77)	Tandem Drive Network 4	Tandem Drive Network 7	Approved RAV 7 Gorge Rock to Bullaring Narrow bitumen seal with wide shoulders. Some crests School bus route
4040025	Stretton Rd	Bullaring Pingelly Rd (0.00)	Wickepin Corrigin Rd (11.02)	Tandem Drive Network 4	Tandem Drive Network 7	10m wide gravel road
4040171	Wickepin Corrigin Rd	Lake Rd (0.00)	Brookton - Corrigin Rd (32.95)	Tandem Drive Network 4	Tandem Drive Network 7	Narrow in some sections

4040169	Lomos South Rd	Bullaring Rd (0.00)	Lomos South Rd (6.97)	Tandem Drive Network 4	Tandem Drive Network 7	Stabilised bitumen from Bullaring Road to Shire of Wickepin boundary
4040097	Yealering South East Rd	Wickepin Corrigin Rd (0.00)	Lake Rd (0.89)	Tandem Drive Network 4	Tandem Drive Network 7	Bitumen seal

In October 2019 Council adopted a road hierarchy and associated maintenance and renewal standard for roads in the shire. In the policy roads were defined as follows:

- **Major Roads** - regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- **Limited Local Roads** - unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as school bus routes, harvest destinations and other factors will be considered.
- **Feeder Roads and Streets** - Generally sealed, have an annual average daily traffic greater than 50 vehicles and acting as connector roads.

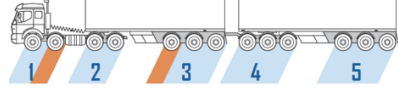


The Major and Collector roads indicated in green below have previously been approved by Council for RAV 7 status.

#### **Major Roads and Collector Roads**

Road Name	Road type
Bilbarin East Road	Narrow Bitumen
Bilbarin Quairading Road	Half gravel road
Babakin-Corrigin Road	Narrow Bitumen
Barber Road	All gravel road
Bendering Road Approved RAV 7 in Shire of Kondinin	Half gravel road
Bullaring-Pingelly Road	Narrow Bitumen
Bullaring-Gorge Rock Road	Half gravel road
Bulyee Road	Bitumen
Bulyee - Kweda	All gravel road
Bulyee Quairading Rd	Narrow Bitumen
Corrigin-Bruce Rock Road	Wide Bitumen
Corrigin-Narembeen Road Approved RAV 7 in Shire of Narembeen	7m Wide Bitumen seal
Corrigin South Road (and Doyle Road (West))	Half gravel road
Dry Well Road	Half gravel road
Gill Road, Kunjin	Narrow Bitumen
Lomos South Road	All gravel road
Lomos North Road	All gravel road
Quairading-Corrigin Road	Narrow Bitumen
Rabbit Proof Fence Road	Narrow Bitumen
Wickepin-Corrigin Road	Narrow Bitumen

Main Roads WA describes the various prime mover and trailer combinations in the Operating Conditions. Table 1 below show the difference in length and maximum mass for RAV 4 and RAV 7 categories.

Table 1 Prime Mover, Trailer Combinations Restricted Access Vehicle (RAV) Categories

Category 4 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	88.5 t	RAV Network 4
Category 7 RAVs				
Category	Vehicle Description	Length	Max. Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-Double) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7
7B	BA-Triple (B-Double & Dog Trailer) 	>27.5 m ≤36.5 m	108.5 t	RAV Network 7

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

[prime-mover-trailer-combinations-operating-conditions](#)

[Orders/tandem-drive-prime-mover-trailer-combinations-restricted-access-vehicle-categories.pdf](#)

[Tandem Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

[Accredited Mass Management Scheme \(AMMS\) Tandem Drive Prime Mover, Trailer Combinations](#)

[Restricted Access Vehicle \(RAV\) Categories](#)

[Tri Drive Prime Mover, Trailer Combinations Restricted Access Vehicle \(RAV\) Categories](#)

[Accredited Mass Management Scheme \(AMMS\) Tri Drive Prime Mover, Trailer Combinations](#)

[Restricted Access Vehicle \(RAV\) Categories](#)

#### COMMENT

Council has a responsibility to ensure that the road network is as safe as possible within the limited resources available. To achieve this Council is required to balance maintenance, whole of life costs, user amenity and value for money as well as economic benefits for the shire.

Main Roads WA notes that increased RAV access provides productivity benefits to the transport industry as well as considerable benefits to road managers and the local community. These benefits are based around reducing the number of heavy vehicle movements on the road and reducing risks such as serious crashes, carbon emissions, heavy vehicle noise, road wear and congestion. More information on the benefits of RAV access is outlined in the Main Roads [RAV Access Benefits](#) document.

The Bullaring Pingelly Road is approved for RAV 7 from Gorge Rock to Bullaring; RAV 5 from Lomos Road to Corrigin shire boundary and RAV 6 in the Shire of Pingelly.

Lomos North Road is approved for RAV 7 access.

In April 2020 Council resolved not to support future applications for RAV 7 on Limited Local Roads due to the ongoing cost of upgrades and maintenance.

It is recommended that Council support the application for RAV 7 access with Type A conditions due to various limitations on the following major roads or collector routes:

- Lomos South Road (4040018)
- Barber Road
- Bullaring Pingelly Road
- Wickepin Corrigin Road
- Lomos South Road (4040169)

It is recommended that Council consider whether to support the application for RAV 7 access for the following limited local roads as identified in the Shire of Corrigin Road Hierarchy, Maintenance and Renewal Policy:

- Rafferty Road
- Jubuk South Road
- Stretton Road
- Yealering South East Road

Council has previously supported RAV 7 access to limited local roads including: Hartley, Schultz, Fulwood, Heal, Nornakin East, Copestake and Parson’s Roads.

Council may consider approving RAV 7 access to the limited local roads with Type A conditions.

**STATUTORY ENVIRONMENT**

- Local Government Act 1995*
- Road Traffic Act 1972*
- Road Traffic (Vehicles) Act 2012*
- Road Traffic (Vehicle Standards) Regulations 2002*

**POLICY IMPLICATIONS**

11.3 Road Hierarchy, Maintenance and Renewal Policy

**FINANCIAL IMPLICATIONS**

The Shire of Corrigin 10-year road program details the cost of road maintenance, renewal and upgrades of approximately \$2-3million per annum.

There is a significant gap between amount of funding required for road maintenance, renewal and upgrade as outlined in the policy and funding availability.

**COMMUNITY AND STRATEGIC OBJECTIVES**

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

**Objective:** Environment

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

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council*

1. *support the application for RAV 7 access with Type A conditions due to various limitations on the following major roads or collector routes:*
  - Lomos South Road
  - Barber Road
  - Bullaring Pingelly Road
  - Wickepin Corrigin Road
  - Lomos South Road

### *Low Vol Type A Low Volume Roads*

- *(a) Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request; and*
  - *(b) Operation is not permitted while the school bus is operating on the particular road. Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road; and*
  - *(c) Headlights must be switched on at all times; and*
  - *(d) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover; and*
  - *(e) No operation on unsealed road segment when visibly wet, without road owner's approval; and*
  - *(f) Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).*
2. *Support/ not support the application for RAV 7 access with Type A conditions on the following limited local roads:*
    - Rafferty Road
    - Jubuk South Road
    - Stretton Road
    - Yealering South East Road

### *Low Vol Type A Low Volume Roads*

- *(a) Current written approval from the road owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request; and*
- *(b) Operation is not permitted while the school bus is operating on the particular road. Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road; and*
- *(c) Headlights must be switched on at all times; and*
- *(d) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover; and*
- *(e) No operation on unsealed road segment when visibly wet, without road owner's approval; and*
- *(f) Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).*

**9 CHIEF EXECUTIVE OFFICER REPORT**

**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 26 September 2023.

**16 MEETING CLOSURE**