



A G E N D A

ORDINARY COUNCIL MEETING

19 March 2024

Notice of Meeting

The Ordinary Council Meeting for the Shire of Corrigin will be held on Tuesday 19 March 2024 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
14 March 2024

Disclaimer:

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

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1 DECLARATION OF OPENING

Council would like to acknowledge the Noongar people as the traditional custodians of the land and pay our respects to their elders past and present as well as the pioneering families who shaped the Corrigin area in the thriving community we enjoy today.

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

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

3 PUBLIC QUESTION TIME

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

Questions and statements are to be –

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

4 MEMORIALS

The Shire has not been advised of any passings since the last meeting.

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6 DECLARATIONS OF INTEREST

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

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING AND BUSINESS ARISING FROM MINUTES

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 February 2024 (Attachment 7.1.1).

OFFICERS RECOMMENDATION

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 20 February 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2 COMMITTEE MEETINGS AND BUSINESS ARISING FROM MINUTES

7.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE

Minutes of the Audit and Risk Management Committee meeting held on Tuesday 12 March 2024 (Attachment 7.2.1).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Audit and Risk Management Committee meeting held on Tuesday 12 March 2024 (Attachment 7.2.1).

7.2.2 BUSH FIRE ADVISORY COMMITTEE

Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 March 2024 (Attachment 7.2.2).

OFFICERS RECOMMENDATION

That Council receives and notes the Minutes of the Bush Fire Advisory Committee meeting held on Thursday 7 March 2024 (Attachment 7.2.2).

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES REPORT

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	11/03/2024
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – February 2024

SUMMARY

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

BACKGROUND

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

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

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

COMMENT

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 2.7 – Purchasing Policy
Policy 2.16 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

<i>Cheque Payments</i>	<i>020977 - 020978</i>	<i>\$1,763.14</i>
<i>EFT Payments</i>	<i>EFT19676 - EFT19821</i>	<i>\$968,346.02</i>
<i>Direct Debit Payments</i>		<i>\$59,614.08</i>
<i>EFT Payroll Payments</i>		<i>\$137,446.24</i>
<i>Total Municipal Account Payments</i>		<i>\$1,167,169.48</i>

Trust Account

<i>EFT Payments</i>	<i>EFT19794 - EFT19795</i>	<i>\$37.40</i>
<i>Total Trust Account Payments</i>		<i>\$37.40</i>

Edna Stevenson Trust Account

<i>EFT Payments</i>	<i>EFT 19675</i>	<i>\$22,500.00</i>
<i>Direct Debit Payments</i>		<i>\$4,400.00</i>
<i>Total Edna Stevenson Trust Account Payments</i>		<i>\$26,900.00</i>

Licensing Trust Account

<i>Direct Debit Payments</i>		<i>\$34,943.70</i>
<i>Total Licensing Trust Account Payments</i>		<i>\$34,943.70</i>

Total of all Accounts ***\$1,229,050.58***

8.1.2 MONTHLY FINANCIAL REPORTS

Applicant:	Shire of Corrigin
Date:	13/03/2024
Reporting Officer:	Kylie Caley, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 29 February 2024

SUMMARY

This report provides Council with the monthly financial report for the month ending 29 February 2024.

BACKGROUND

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

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

COMMENT

Item	Reference
<ul style="list-style-type: none"> Cash at Bank The shires total cash as at 29 February 2024 was \$7,449,519. This is composed of \$522,925 municipal funds (Municipal Bank Account and various till floats), \$2,005,659 in short term investment and \$4,920,936 in reserve funds. 	Page 9 – Cash and Financial Assets Page 10 – Reserve Accounts
<ul style="list-style-type: none"> Capital Acquisitions The capital budget is approximately 51% complete at the 29 February 2024. <u>Land and Buildings</u> – the remaining projects are in the process of obtaining quotes/tenders in order to engage a contractor. <u>Furniture and Equipment</u> – quotes for the gym equipment and security access are in the process of finalising evaluations of quotes. <u>Plant and Equipment</u> – The Jet patcher is scheduled to arrive in March/April 2024. The Manager of Works and Services vehicle is scheduled for delivery in April 2024. Plant items not traded as part of the replacement purchase will be auctioned at the next available auction. <u>Roads</u> – Projects are on schedule. <u>Footpaths</u> – The new footpath project on Spanney and McAndrew is scheduled for completion in April 2024. The project has been pushed back a month to allow for the road projects to be completed and experienced staff be available to complete the works. <u>Infrastructure Other</u> – Quotes/tenders are still being sourced for the airstrip lighting upgrade. 	Page 11 – Capital Acquisitions Page 12 – Capital Acquisitions Continued Page 13 – Disposal of Assets

Swimming pool expansion joints are on track to be completed at the end of the summer season.	
<ul style="list-style-type: none"> Receivables Rates outstanding is \$127,973. 95.8% of rates have been collected for the year compared to 94.9% in February 2023. Current receivables of \$328,571 include \$304,811 of grant funding claims for capital road projects. 	Page 14 – Receivables
<ul style="list-style-type: none"> Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$2,677,622 which is composed of \$8,815,798 Current Assets less \$988,662 Current Liabilities less \$5,149,514 Adjustments to Net Current Assets. 	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership

Strong Governance and Leadership

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 29 February 2024 as presented, along with notes of any material variances.

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATIONS - COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	13/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 8.2.1 - Compliance Audit Return 2023 - Draft

SUMMARY

Council is requested to review and endorse the 2023 Compliance Audit Return.

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2024. The period examined by this audit is 1 January 2023 to 31 December 2023.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the Council Minutes to the Department by 31 March 2024.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail. The audit findings must be recorded in the supplied pro-forma which has been completed and is provided below.

COMMENT

The Compliance Audit Return has been carried out by the Chief Executive Officer in conjunction with the administration staff against the following criteria:

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

STATUTORY ENVIRONMENT

Local Government Act 1995, s 7.13(1)(i)

r. 13 of the Local Government (Audit) Regulations 1996

r.14 Compliance Audits by Local Governments

r.15 Compliance Audit Return, certified copy of etc. to be given to Executive Director

POLICY IMPLICATIONS

8.11 Audit and Risk Management Committee

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
Strong Governance and Leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council endorse the completed Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as attached in Attachment 8.2.1 for certification by the Shire President and Chief Executive Officer and submission to the Department local Government, Sport and Cultural Industries.

8.2.2 BUSH FIRE ADVISORY COMMITTEE MEETING RECOMMENDATIONS

Applicant:	Bush Fire Advisory Committee
Date:	11/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	ES.0028, ES.0006
Attachment Ref:	Attachment 8.2.2 – Firebreak Order 2024/25

SUMMARY

This item seeks Council's endorsement of the recommendations from the Bush Fire Advisory Committee meeting.

BACKGROUND

The Council of the Shire of Corrigin has established and maintained a Bush Fire Advisory Committee in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

The objectives of the Bush Fire Advisory Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Bush Fire Advisory Committee provides advice to the Shire of Corrigin on matters relating to:

- preventing, controlling, and extinguishing of bush fires
- planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers, and Harvesting Ban Officers
- ensuring co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee meet twice yearly and confirm the requirements for:

- Restricted and Prohibited Burning Periods
- Automatic Harvest and Movement of Vehicle Ban
- Burning on Sundays
- Easter and Public Holidays
- Movement of Vehicle Ban

COMMENT

The recommendations of the Corrigin Bush Fire Advisory Committee enable the Shire of Corrigin to comply with its statutory requirements in relation to the *Bush Fire Act 1954*.

STATUTORY ENVIRONMENT

Bushfire Act 1954

Section 67 of the Bush Fires Act 1954

(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

(3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –

- a. Make rules for the guidance of the committee; and*
- b. Accept the resignation in writing of, or remove, any member of the committee; and*
- c. Where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*

(4) A committee appointed under this section –

- a. May from time to time meet and adjourn as the committee thinks fit;*
- b. Shall not transact business at a meeting unless the quorum fixed by the local government is present;*
- c. Is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

Section 41 – Bush fire brigades (

1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

(2) A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.

(2a) A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).

(3) A local government may at any time cancel the registration of a bush fire brigade.

Section 43 – Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

POLICY IMPLICATIONS

Policy 9.2 Bush Fire Control Officer Eligibility
 Policy 9.3 Bush Fire Control

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Social

An effectively serviced, inclusive and resilient community

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

VOTING REQUIREMENT

Simple Majority

COMMITTEE AND OFFICER’S RECOMMENDATION

That Council adopt the Bush Fire Advisory Committee’s recommendations 1-7 en bloc.

1. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Greg Evans be appointed Chief Bush Fire Control Officer for 2024/25.

2. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Steven Bolt appointed Deputy Chief Bush Fire Control Officer for 2024/25.

3. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the following people be appointed as Bush Fire Control Officers for 2024/25:

Bilbarin Brigade

Sadow Jacobs	PO Box 37	Corrigin	0427 652 042
Bruce Mills	Post Office	Corrigin	0428 956 779
Steven Bolt	PO Box 226	Corrigin	0427 652 043
Paul McBeath	PO Box 87	Corrigin	0427 629 024

Bullaring Brigade

Juan Baker	PO Box 305	Corrigin	0427 378 970
Greg Evans	Post Office	Bullaring	0429 657 021
Craig Jespersen	PO Box 18	Yealering	0427 887 075
Joel Bell	PO Box 45	Corrigin	0429 657 097

Bulyee/Kunjin Brigade

John Hewett	PO Box 239	Corrigin	0427 632 480
Braden Grylls	PO Box 115	Corrigin	0428 658 048
Craig Poultney	PO Box 267	Corrigin	0427 454 002
Kim Sturges	PO Box 130	Corrigin	0488 658 040

Corrigin East Brigade

Tim George	PO Box 159	Corrigin	0427 655 045
Kim Courboules	PO Box 79	Corrigin	0427 632 624
Bruce Talbot	PO Box 75	Corrigin	0427 632 224

Central Brigade

Garrick Connelly	PO Box 26	Corrigin	0488 632 107
Adam Rendell	PO Box 200	Corrigin	0427 632 291
Natalie Manton	PO Box 221	Corrigin	0427 425 727
Jason Carrall			0448 494 027

4. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer, Sandow Jacobs and Adam Rendell be appointed as Fire Weather Officers for 2024/25.

5. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That Council appoint Natalie Manton, Adam Rendell, Garrick Connelly (if Adam Rendell unavailable), Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable), Paul Baker, Juan Baker (if Paul Baker unavailable), Greg Evans, Braden Grylls (if Greg Evans is unavailable) as authorised Harvest Ban Officers for 2024/25.

6. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That that Community Emergency Services Manager Jason Carrall be appointed as Training Officer for 2024/25.

7. BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the following people be appointed as Dual Fire Control Officers for 2024/25:

Dual Fire Control Officers

Quairading Shire	Bruce Mills, Craig Poultney
Wickepin Shire	Craig Jespersen, Joel Bell
Bruce Rock Shire	Sandow Jacobs, Tim George
Narembeen Shire	Tim George
Kondinin Shire	Bruce Talbot, Tim George
Kulin Shire	Bruce Talbot
Pingelly Shire	Greg Evans, Braden Grylls
Brookton Shire	Greg Evans, Braden Grylls

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council adopt the 2024/25 Firebreak Order as provided in Attachment 8.2.3.

8.2.3 PROPOSED LOCAL LAW – BUSH FIRE BRIGADE

Applicant:	Shire of Corrigin
Date:	12/03/2024
Reporting Officer:	Heather Talbot, Project Officer
Disclosure of Interest:	NIL
File Ref:	ES.0002
Attachment Ref:	Attachment 8.2.3.1 – Proposed Bush Fire Brigade Local Law 2024 Attachment 8.2.3.2 – DFES letter – Establishment of Bush Fire Brigades

SUMMARY

To commence the statutory process for adoption of a local law relating to the establishment of Bush Fire Brigades in accordance with the *Local Government Act 1995* section 3.12.

BACKGROUND

This proposed local law follows from correspondence received from the Department of Fire and Emergency Services (DFES) to Council in January 2023:

If a Bush Fire Brigade is established, then this must be done in accordance with a Local Government's local law, pursuant to the powers given by section 41 of the *Bush Fires Act 1954*.

The Western Australian Local Government Association (WALGA) also provided advice to Council regarding this matter and both formed the legal position that if a local government has exercised discretion to establish a Bush Fire Brigade then it must do so by making a Local Law.

The Shire of Corrigin currently has no local law regarding the establishment of Bush Fire Brigades and therefore was advised by both DFES and WALGA to start the process of adopting a relevant local law.

COMMENT

As the Shire currently has no Bush Fire Brigades Local Law it is suggested that a new local law be adopted. A draft Shire of Corrigin Bush Fire Brigades Local Law 2024 has been completed and is attached.

The proposed Shire of Corrigin Bush Fire Brigades Local Law 2024 is based on the WALGA model local law, with some minor changes to suit a rural local government the size and nature of the Shire of Corrigin.

The process for adopting a local law is set out in section 3.12 of the *Local Government Act 1995*. The statutory process is the same for making, amending, or revoking a local law-

- Local public notice inviting public comment – minimum of six weeks
- During this time, submit to the Department of Local Government, Sport and Cultural Industries (DLGSC) and other relevant departments.
- At the end of the public consultation period, a summary of public comments and any changes recommended by the DLGSC and in this case the Department of Fire and Emergency Services (DFES) to Council for decision regarding those comments, and consideration of any changes to the draft local law.
- Final adoption of the local law by Council
- Local public notice is to be given of the adoption, publication, and commencement date of the local law.
- Submission of all necessary documents to the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) for their review.

Local public notice of a proposed local law stating the purpose and effect of the law requires that the community be given the opportunity to comment for a minimum of six weeks. The notice is required to be published on the Shire’s website and at least three other places.

Should significant amendments be made at the time of final adoption, the statutory public comment period must be recommenced.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the local law until after it has been formally adopted or gazetted.

Section 3.12 of the *Local Government Act 1995* states that the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

The purpose and effect of the proposed *Shire of Corrigin Bush Fire Brigades Local Law 2024* is:

Purpose: To provide a statutory means of effectively governing the operations of bush fire brigades within the Shire of Corrigin.

Effect: To allow bush fire brigades to be sufficiently governed so as to provide an acceptable standard for the operations of bush fire brigades within the community.

As well as adopting this local law it is suggested Council adopts a new set of procedures for the effective management of Bush Fire Brigades.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy 9.3 – Bush Fire Control

FINANCIAL IMPLICATIONS

There are costs associated with the drafting, advertising, and gazettal of the local law.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Objective: Governance and Leadership
 Strong Governance and leadership

Strategic Community Plan		Corporate Business Plan	
Outcome	Strategies	Action No.	Actions
4.5	Implement systems and processes that meet legislative and audit obligations	4.5.1	Continual improvement in governance and operational policies, processes and implementation.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council pursuant to Section 3.12 of the Local Government Act 1995 resolves to:

1. *Adopt the proposed Draft Shire of Corrigin Bush Fire Brigades Local Law 2024 for advertising;*
2. *Give local public notice stating that:*
 - a. *The Shire of Corrigin proposes to make a Bush Fire Brigades Local Law;*
 - i. *The purpose of which is to provide a statutory means of effectively governing the operations of bush fire brigades within the Shire of Corrigin*
 - ii. *The effect of which is to allow bush fire brigades to be sufficiently governed so as to provide an acceptable standard for the operations of bush fire brigades within the community.*
 - b. *A copy of the proposed local law may be inspected or obtained at the Shire administration office or on the Shire website.*
 - c. *Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than six weeks after the notice is given.*
3. *As soon as the notice is given a copy of the proposed local law and notice is to be sent to the Minister for Local Government and the Minister for Emergency Services.*
4. *Supply a copy of the proposed local law to any person requesting it.*
5. *The results of the public consultation be presented to Council for consideration of any submission received following the closure of submissions.*

8.2.4 NOTICE OF INTENT TO DRAIN– RENDELL

Applicant:	Adam Rendell
Date:	12/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	A305
Attachment Ref:	Attachment 8.2.4 – Notice of Intent to Drain - Rendell

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 46 on Plan 40903.

BACKGROUND

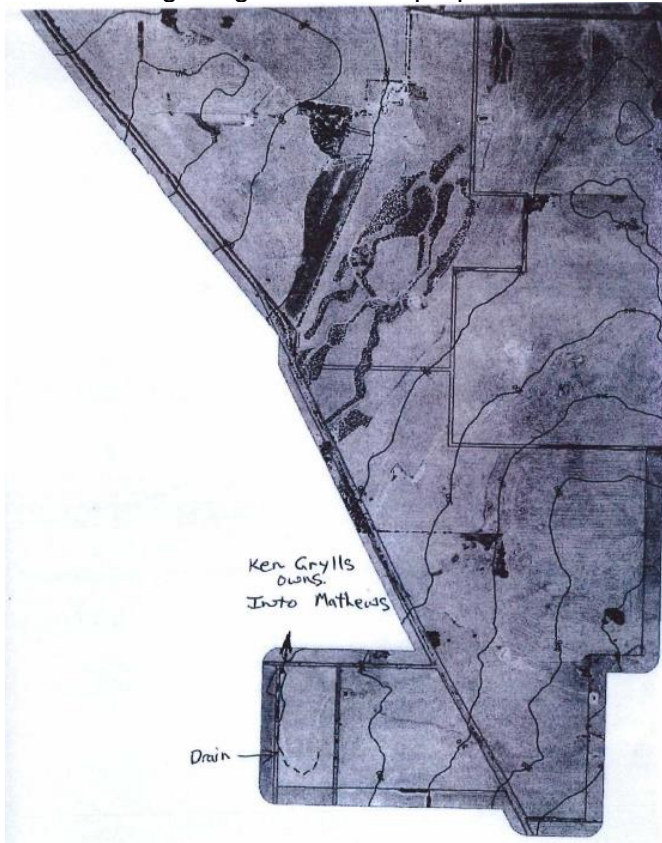
The Deputy Commission of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct 1.2 kilometres of drains to a depth of 1.5 metres over an area of 23 hectares. The earthworks are to be completed by the property owner to discharge water in into the neighbouring property.

The specific details of proposed works are included in Attachment 8.2.4.

The following image shows the proposed new drains.



The following aerial images show the wider landscape for context.



COMMENT

The neighbours to the north have been consulted and have confirmed they have no objection to the proposal.

The drainage will not impact on shire owned roads or associated infrastructure.

The owner has been advised that the drain is not to be constructed on the closed road reserve on the western boundary.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Soil and Land Conservation Act 1945

Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

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

OBJECTIVE: 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
3.5	Conservation of our natural environment	3.5.2	Support the local agricultural sector and local agricultural groups by lobbying stake holders to address local concerns and issues facing the industry now and into the future

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 46 on Deposited Plan 40903.

8.2.5 COMMUNITY EMERGENCY SERVICES MANAGER MOU

Applicant:	Shire of Corrigin
Date:	12/03/2024
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	ES.0024
Attachment Ref:	Attachment 8.2.5 – MOU – CESM – Shires of Brookton, Pingelly and Corrigin 2024

SUMMARY

Council is asked to endorse the revised Memorandum of Understanding (MOU) for a Community Emergency Services Manager (CESM) with the Shires of Brookton and Pingelly.

BACKGROUND

The Shires of Brookton, Corrigin, and Pingelly initially agreed to participate in a three-year MOU agreement for the CESM position in 2020 based on the 60/40 funding model as offered by the DFES Commissioner.

The CESM program has worked well over past three years and all three local governments are keen to see it continue. A revised draft MOU has been prepared by DFES for a three year term with an option for a further three years.

The purpose of the MOU is to outline the roles and responsibilities of the local governments and the Department of Fire and Emergency Services (DFES) to manage the CESM role.

The CESM assists the Shire of Corrigin with the following tasks:

- enhanced capacity and capability of volunteers and provision of on-ground support to Incident Controller in response to emergency incidents
- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.
- operate to a consistent set of protocols and equipment standards.
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes.
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members.
- provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond.
- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
- enhance community ownership of fire prevention and preparedness programs and activities.

COMMENT

Emergency management and compliance requirements have increased in recent years and there are many areas where further support and assistance from the CESM is required.

The Shire of Brookton is willing to continue to host the position and cover the administration costs.

The current arrangement for the CESM to provide support to the Shire of Corrigin for three days per fortnight is expected to continue.

The CESM will be employed under the terms and conditions of the Shire of Brookton Enterprise Agreement and will operate under the supervision of the DFES Area Officer Narrogin West and the Shire of Brookton CEO.

STATUTORY ENVIRONMENT

Local Emergency Management Act 2005
s.39 Local Emergency Management Committees

POLICY IMPLICATIONS

9.3 Bushfire Control

FINANCIAL IMPLICATIONS

The Shire of Corrigin portion of the 40% financial contribution to the joint CESM position is approximately \$20,000 per annum and this amount has been included in the Shire of Corrigin 2023/24 budget.

The Shire of Brookton provides primary office space and employee administrative support.

The Shire of Corrigin provides office space and occasionally covers the cost of accommodation in Corrigin.

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

COMMITTEE AND OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the Community Emergency Service Manager (CESM) Memorandum of Understanding between the Department of Fire and Emergency Services and the Shires of Brookton, Corrigin and Pingelly for a period of three years from the date of signing with an option of a further three-year term.*
- 2. Authorise the Chief Executive Officer to execute the document on behalf of the Shire of Corrigin subject to any minor variations.*

8.3 WORKS AND SERVICES

9 CHIEF EXECUTIVE OFFICER REPORT

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

10 PRESIDENT'S REPORT

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEM

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting on 16 April 2024.

16 MEETING CLOSURE