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Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 20 December 2011

- 13 CHIEF EXECUTIVE OFFICERS REPORT

- 14 PRESIDENTS REPORT

- 15 COUNCILLORS REPORTS

- 16 URGENT BUSINESS

- 17 INFORMATION BULLETIN

- 18 WALGA & CENTRAL ZONE MOTIONS

- 19 MEETING CLOSURE

1 DECLARATION OF OPENING

The Chairman Cr Lyn Baker opened the meeting at 3.07pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President	L Baker
Deputy President	G E Downing
	D B Bolt
	D L Hickey
	G A Johnson
	N B Talbot
	M A Weguelin
Chief Executive Officer	J P Murphy
Deputy Chief Executive Officer	T L Dayman (3.18pm)
MEHBS	F Buise (3.57pm)
Executive Support Officer	A Stone

3 PUBLIC QUESTION TIME

There were no members of the public present.

4 OBITUARIES

It was advised that Joe Davies had passed away.

5 GUEST SPEAKERS

6 DECLARATIONS OF INTEREST

Cr Downing declared an interest which may affect impartiality in item 10.1.9.

7 CONFIRMATION OF MINUTES

(7879) Moved Crs – Johnson and Hickey

That the minutes of the ordinary meeting held on 15 November 2011, be confirmed as a true and correct record.

Carried 7/0

8 BUSINESS ARISING FROM THE MINUTES

9 MINUTES OF COMMITTEES

9.1 RoeROC

(7880) Moved Crs – Bolt and Hickey

That the minutes from the RoeROC meeting held on 1 December 2011, be received.

Carried 7/0

Mr Murphy left the meeting at 3.09pm and returned to the meeting at 3.13pm.
Miss Dayman entered the meeting at 3.18pm.

9.2 Annual Electors Meeting

(7881) Moved Crs – Talbot and Johnson

That the minutes from the Annual Electors Meeting held on 7 December 2011, be received.

Carried 7/0

9.3 WALGA State Council Summary

(7882) Moved Crs – Downing and Bolt

That the minutes from the WALGA State Council Summary meeting held on Wednesday 7 December 2011, be received.

Carried 7/0

9.4 Corrigin Senior Citizens Committee

(7883) Moved Crs – Johnson and Hickey

That the minutes from the Corrigin Senior Citizens Committee meeting held on 23 November 2011, be received.

Carried 7/0

9.5 WALGA Central Zone

(7884) Moved Crs – Weguelin and Bolt

That the minutes from the WALGA Central Country Zone meeting held on 25 November 2011, be received.

Carried 7/0

10 MATTERS REQUIRING A COUNCIL DECISION

10.1 Finance & Administration Reports

10.1.1 CORRIGIN COMMUNITY RESOURCE CENTRE REPORT

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 20 December 2011
Reporting Officer: Heather Ives, Corrigin CRC Coordinator
Disclosure of Interest: No interest to disclose
File Number: CMS/005/03

COMMENT

1. NOVEMBER 2011 Advertising:

'The Windmill' Newspaper (*14 & 28/11/2011 Editions*):

- Corrigin Phonebook – *2012 Residential Listings Update Form*
- Corrigin Reserve Bush Walk – *date & details*
- Corrigin CRC New Staff Welcome – *Pippa Boyland*
- "Online Presence & Social Media" Workshop – *date & details*
- Corrigin CRC Christmas Closure – *dates*
- Centrelink Clients – *Christmas closure details*

NOVEMBER 2011 E'News: Corrigin Movie Club – *December date reminder & movie selection*

Corrigin CRC Website: www.corrigin.crc.net.au NOVEMBER and DECEMBER 2011

Events:

- Corrigin Movie Club – *8/11/11 and 13/12/11*
- Corrigin Reserve Bush Walk – *27/11/11*
- "Online Presence & Social Media" Workshop – *6/12/11*
- Corrigin End of Year Street Party – *16/12/11*
- Carols by Candlelight @ Miss B's Park – *18/12/11*
- Corrigin Christmas Lights Competition – *Judging 20/12/11*
- Corrigin CRC 2011 (annual) Newsletter

2. NOVEMBER 2011 Room Bookings:

Conference Room	2
Professional Office	2
Video Conference Room	1
Computer Training Room	0
University Exam Supervisions	1
Westlink Broadcasts	3

3. NOVEMBER 2011 Courses / Workshops / Training / Information Seminars/Meetings:

Corrigin Movie Club (NOV) " <i>Water for Elephants</i> "	18 people
Traffic Management Training Course	10 people
White Card Course - Online Accreditation	1 participant

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Skill Hire - Employment Agency	2 appointments
Community First - Employment Agency	7 appointments

4. NOVEMBER 2011 General Business:

- C.D.H.S "Corrigin Capers 2011" – *printing & assembly completed. Delivered x 50 copies.*
- Corrigin CRC - Facebook Business Page created - *for additional Corrigin CRC online presence and promotional opportunities.*
- Corrigin Accommodation Fact Sheet - *Surveyed current businesses and printed updated A4 flyers for Tourist Information and Corrigin CRC Information Packs.*

5. Equipment

- New Ricoh Colour Photocopier ordered from Best Office Systems \$8,162 (*using 2011-2012 CRC Equipment, Fixtures & Fittings Support Funding*).
- Logitech Laptop Remote Control & Laser Pointer \$90 (*using 2011-2012 CRC Equipment, Fixtures & Fittings Support Funding*). *For use in Conference Room.*
-

6. Grants / Funding:

- Corrigin CRC "Community BBQ Trailer" Project – *\$10,000 CRC Special Project Funding Application Successful. Tradesman Trailer and Commercial BBQ orders placed 30/11/11.*
- Swap It, Healthy Eating & Physical Activity Grant – *"Corrigin Gets Healthy in April 2012" - assisted CDO with funding application, proposed activities, quotes and secured Celebrity Chef, Vince Garreffa for BBQ Cooking demo (utilising new Corrigin CRC Community BBQ Trailer).*
- Corrigin CRC 2012 Membership Packs – *New Membership Packs created and mailed-out to Corrigin Businesses and Community Groups x 40.*
- Corrigin CRC 2011 Newsletter – *Drafted annual newsletter and printed for inclusion in 2012 Membership Packs, The Windmill (double page spread), Notice Board, CRC website and POS available on front counter.*
- New War Memorial site at Swimming Pool– *assisted CDO with illustration for inclusion in Dept. of Veterans' Affairs Funding Application.*
- \$20,000 CRC Trainee Funding - *available for possible future Corrigin CRC 12 month Traineeship.*
- Corrigin Centenary "Historical Photo Archive Project" - *A3 Photo Scanner with editing software & external HDD, suppliers sourced and quotes obtained for inclusion in Lotterywest Funding Application (submitted). Corrigin CRC contribution \$1, 000 towards equipment purchase (using 2011-2012 CRC Equipment, Fixtures & Fittings Support Funding). Awaiting outcome.*

7. CORRIGIN CRC Monthly Usage: November 2011

CUSTOMERS ACCESSING 'FEE FOR SERVICE' & SALES <i>November 2011:</i>					
COMPUTER ROOM	MTHLY	YTD	HIRE	MTHLY	YTD
Internet Use	65	498	Room Hire (payments)	4	16
Computer Use	9	22	Data Projector Hire	2	10

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Wireless Hotspot	-	3	Laptop Hire	1	1
SERVICES			Folding Machine Hire	-	0
B&W Printing / Photocopies	52	194	Portable Projector Screen Hire	1	6
Colour Printing / Photocopies	22	83	White Boards Hire	2	4
Photo Printing	-	5	Portable Pin-Up Board Hire	-	0
Laminating	6	25	Engraver Hire	-	0
Faxing	14	65	NLIS Wand Hire	-	0
Binding	5	6	SALES		
Secretarial Services	18	56	Phonebook Sales	13	66
Scanning	-	10	Birds of the W/belt Book Sales	-	0
Desktop Publishing	-	0	Map Book Sales	-	1
CD / DVD Burning	-	2	Corrigin Book Sales	-	7
Computer Training (one-on-one)	-	2	Shire Polo Shirt Sales	-	1
Phone Calls	1	2	CD Sales	-	0
FEES			Corrigin Post Card Sales	8	16
Corrigin CRC 2011 Membership	-	0	Corrigin Wrapping Paper Sales	-	6
Corrigin Movie Club	13	29	OTHER		
Training Course (payments)	1	10	Folding	1	4
University Exam Invigilation	1	1	Yealering Book Sale	-	0
IP Video Conferencing	-	0	Bulyee / Kweda Book Sale	-	0
			Bilbarin Book Sale	-	0

Monthly People through the Door : 239

CUSTOMERS ACCESSING CORRIGIN CRC SERVICES *November 2011:*

SERVICE	MTHLY	YTD	SERVICE	MTHLY	YTD
Phonebook - Enquiries	15	33	Dept. of Veterans' Affairs	-	4
Centrelink	65	244	Courses & Education Enquiries	10	41
Tourism	12	159	General Enquiries	99	432
Conferences/Training/Meetings	48	397	Corrigin Toy Library	7	62
Government Info. Access Point	6	20	ATO	-	4
Broadband for Seniors (BFS)	32	104	Video Conferencing	-	3
Medicare	9	30			

Monthly People through the Door : 303

TOTAL: 542 (*Paying Customers and Customer Services provided for November 2011*)

Annual Summary Report: (*Paying Customer's and Customer Services provided*)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2003-04	440*	440*	440*	440*	440*	440*	No stat	No stat	No stat	No stat	132	276	3,048
2004-05	271	253	433	535	459	366	214	397	510	443	270	338	4,489
2005-06	373	370	391	526	605	511	297	509	735	488	562	443	5,810

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2006-07	471	610	544	523	515	440	537	562	657	584	491	501	6,432
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6,904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6,160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7,329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7,135
2011-12	568	536	572	552	542								

**Statistics taken from Old Telecentre Data (CWA Building location)*

OFFICER'S RECOMMENDATION

That Council receives the Corrigin Community Resource Centre's Report.

COUNCIL RESOLUTION

(7885) Moved Crs – Hickey and Bolt

That Council receives the Corrigin Community Resource Centre's Report.

Carried 7/0

10.1.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2011

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 9 December, 2011
Reporting Officer: Shannon Aldworth, Finance Officer
Disclosure of Interest: No interest to disclose
File Number: FM 0036

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 cheques and EFT payments that have been raised for the Council meeting and also during the month of November 2011 are attached.

After payment of the following cheques and EFT payments, the balance of creditors will be \$NIL

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2011/2012 Annual Budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse vouchers 19451 to 19463, and EFT Payments in the Municipal Fund, totalling \$540,081.04, Cheque 3287 and EFT Payments in the Trust fund totalling \$305.60, and EFT Payments in the Licensing account totaling \$56,226.40; total payments for November \$596,613.04.

COUNCIL RESOLUTION

(7886) Moved Crs – Weguelin and Hickey

That Council endorse vouchers 19451 to 19463, and EFT Payments in the Municipal Fund, totalling \$540,081.04, Cheque 3287 and EFT Payments in the Trust fund totalling \$305.60, and EFT Payments in the Licensing account totaling \$56,226.40; total payments for November \$596,613.04.

Carried 7/0

10.1.3 MONTHLY FINANCIAL REPORT – NOVEMBER 2011

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 12 December 2011
Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: FM 0036

BACKGROUND

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

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

A variance report is included with the monthly financial statements.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Monthly Statement of Financial Activity.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the Statement of Financial Activity for the month ending 30 November 2011, as presented, and note any material variances.

COUNCIL RESOLUTION

(7887) Moved Crs – Talbot and Bolt

That Council adopts the Statement of Financial Activity for the month ending 30 November 2011, as presented, and note any material variances.

Carried 7/0

10.1.4 DUAL FIRE CONTROL OFFICERS – SHIRE OF KULIN

Applicant: Shire of Kulin
Location: Shire of Kulin
Date: 22 November 2011
Reporting Officer: Anita Stone, Executive Support Officer
Disclosure of Interest: No Interest to Disclose
File Number: ES 0001

BACKGROUND

Correspondence has been received from the Shire of Kulin requesting the appointment of Dual Fire Control Officers with the Shire of Corrigin.

COMMENT

It is recommended that Council appoints Donald Bradford

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Policy 5.1.6 – Fire Control Officers - Appointment

STRATEGIC IMPLICATIONS

Administration of Bush Fires Act with neighbouring Local Governments.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the appointment of Donald Bradford as the Shire of Kulin's Dual Fire Control Officers with the Shire of Corrigin.

COUNCIL RESOLUTION

(7888) Moved Crs – Talbot and Johnson

That Council endorses the appointment of Donald Bradford as the Shire of Kulin's Dual Fire Control Officers with the Shire of Corrigin.

Carried 7/0

10.1.5 DUAL FIRE CONTROL OFFICERS – SHIRE OF KONDININ

Applicant: Shire of Kondinin
Location: Shire of Kondinin
Date: 15 November 2011
Reporting Officer: Anita Stone, Executive Support Officer
Disclosure of Interest: No Interest to Disclose
File Number: ES 0001

BACKGROUND

Correspondence has been received from the Shire of Kondinin requesting the appointment of Dual Fire Control Officers with the Shire of Corrigin.

COMMENT

It is recommended that Council appoints Phillip Browning.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Policy 5.1.6 – Fire Control Officers - Appointment

STRATEGIC IMPLICATIONS

Administration of Bush Fires Act with neighbouring Local Governments.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the appointment of Phillip Browning as the Shire of Kondinin's Dual Fire Control Officers with the Shire of Corrigin.

COUNCIL RESOLUTION

(7889) Moved Crs – Talbot and Johnson

That Council endorses the appointment of Phillip Browning as the Shire of Kondinin's Dual Fire Control Officers with the Shire of Corrigin.

Carried 7/0

10.1.6 DUAL FIRE CONTROL OFFICERS – SHIRE OF WICKEPIN

Applicant: Shire of Wickepin
Location: Shire of Wickepin
Date: 15 November 2011
Reporting Officer: Anita Stone, Executive Support Officer
Disclosure of Interest: No Interest to Disclose
File Number: ES 0001

BACKGROUND

Correspondence has been received from the Shire of Wickepin requesting the appointment of Dual Fire Control Officers with the Shire of Corrigin.

COMMENT

It is recommended that Council appoints Peter Stacey.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Policy 5.1.6 – Fire Control Officers - Appointment

STRATEGIC IMPLICATIONS

Administration of Bush Fires Act with neighbouring Local Governments.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the appointment of Peter Stacey as the Shire of Wickepin's Dual Fire Control Officers with the Shire of Corrigin.

COUNCIL RESOLUTION

(7890) Moved Crs – Talbot and Johnson

That Council endorses the appointment of Peter Stacey as the Shire of Wickepin's Dual Fire Control Officers with the Shire of Corrigin.

Carried 7/0

10.1.7 INTEGRATED PLANNING AND REPORTING

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 12 December 2011 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: CM 0049

BACKGROUND

The Local Government (Administration) Regulations 1996 has been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Section 5.56(1) and (2) of the Act requires each local government 'to plan for the future of the district', by developing plans in accordance with the regulations.

The new regulations specify what a 'plan for the future' should involve. In particular, local governments will be formally required to develop two new planning instruments:

- A Strategic Community Plan; and
- A Corporate Business Plan.

The new requirements also require each local government to include in its Annual Report any changes to either of the above plans. This will keep the community informed of any specific changes it would otherwise be unaware of.

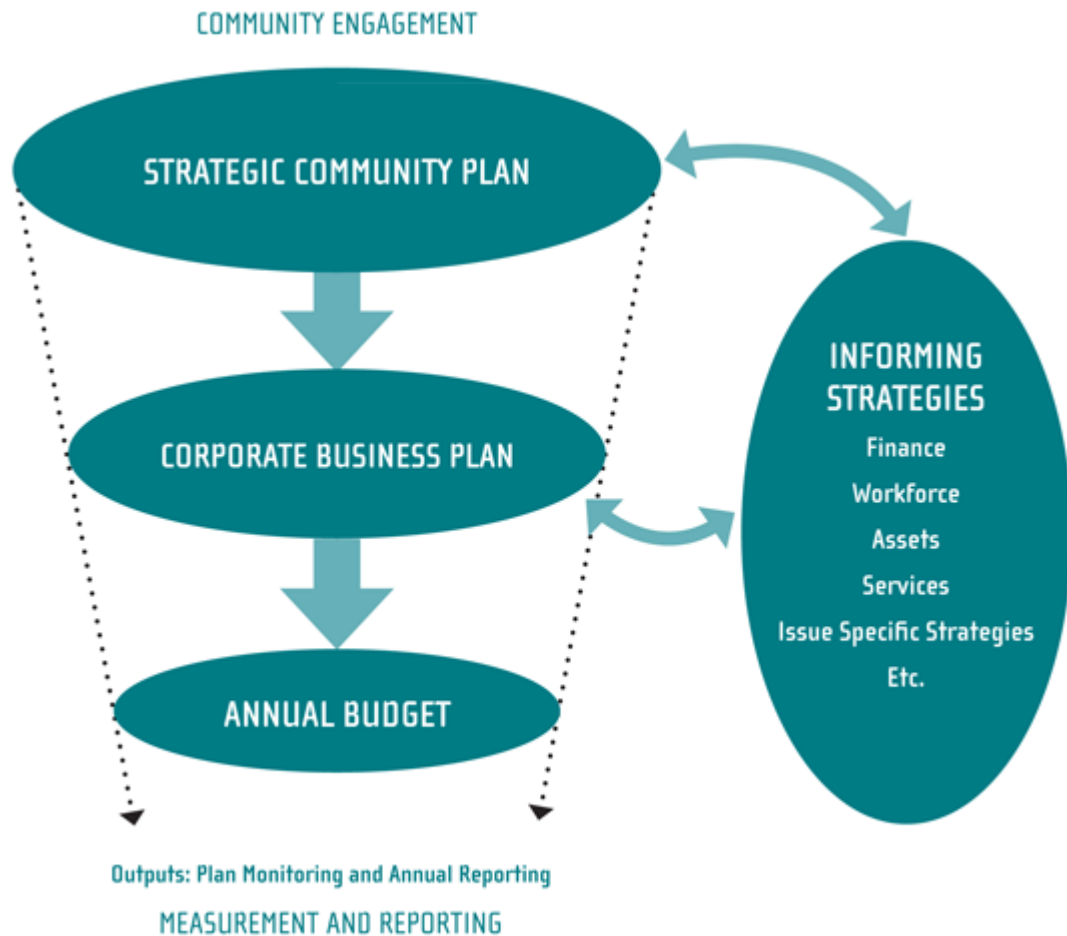
Changes to the Regulations were gazette in August 2011 with full compliance required by 30 June 2013.

COMMENT

The changes to the Local Government (Administration) Regulations are significant and aim to deliver the following outcomes:

- A long term strategic plan that clearly links the community's aspirations with the Council's vision and long term strategy.
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan.
- A clearly stated vision for the future viability of the local government area.

The following Department of Local Government flowchart illustrates the different elements of the Integrated Planning Framework.



There are three major parties to the development of an integrated strategic plan:

1. **The community** - participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
2. **The Council** – signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating the plan, and the annual budget.
3. **The local government administration** – supports delivery of the Strategic Community Plan, the 4-yearly reviews, and annual budget through its corporate business planning.

Strategic Community Plan

The Strategic Community plan responds to three questions put to the community and the local government;

- Where are we now?
- Where do we want to be?
- How do we get there?

The plan priorities community aspirations giving consideration to:

- Social objectives.
- Economic objectives.
- Environmental objectives.
- Factors such as changing demographics and land use.

The Strategic Community Plan is a document which states community long term (10+ years) vision, values, aspirations and priorities with consideration to other local government plans, information and resourcing capabilities.

This plan is not static and must be reviewed regularly, while regulation 19C(4) states that this plan is to be reviewed every 4 years, at a minimum a desktop review of the plan should be undertaken every two years (following councillor elections) with a full review and renewed long term visioning process be conducted every four years (following presidential elections). This will ensure that community priorities and aspirations are kept up to date and remain relevant.

The Strategic Community Plan drives the development of local government Area/Place/Regional Plans, resourcing and other local government Informing Strategies (such as Workforce, Asset Management, Services) and supporting strategies.

Corporate Business Plan

The Corporate Business plan activates the Strategic Community plan responding to:

- Council's distillation and prioritisation of the community's short, medium and long term aspirations.
- Existing operations plans, priorities and external factors impacting on resourcing.
- The assessment and integration of services and business area plans.

The process through which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning – including:
 - Asset Management.
 - Financial Management.
 - Workforce Management.

- Annual reviews and reprioritisation of the Corporate Business Plan on the basis of:
 - Internal issues and performance.
 - External issues impacting in the near future

The Corporate Business Plan is a document that integrates the Strategic Community Plan, sets the strategic priorities that will drive the operation of the local government over the medium to short term. This plan integrates the Strategic Community Plan with the local government business to turn community aspirations into operational priorities and activities.

The Corporate Business Plan must cover at least 4 financial years and be reviewed annually to deliver the annual budget.

Informing Strategies

Informing Strategies (particularly Financial, Asset Management and Workforce) inform the local government of how capable it is to deliver the services and assets required by the community.

Under the regulation 19DA(3)(c) Council is required to develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning as part of its Corporate Business Plan, these plans are commonly referred to as informing Strategies.

Asset Management

Asset management is critical to meeting local government's strategic goals within an Integrated Planning approach. Asset Management Policies, Asset Management Strategies and Asset Management plans are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan. They are also integral to developing and delivering the local government's strategic direction, service plans, projects and operational plans in the Corporate Business Plan.

Asset Management ensures that robust Long Term Financial Plans and Annual Budgets are developed and that local governments have a financial capacity to deliver their strategic priorities into the future.

Long Term Financial Plan

Long term financial planning is a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities.

The Long Term Financial Plan (LTFP) is a 10 year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

The LTFP indicates a local government's long term financial sustainability, allows early identification of financial issues and their long term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Workforce Plan

Workforce planning is a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and into the future. The workforce plan assists Council in meeting the community's priority and aspirations, as expressed in the Community Strategic Plan

The development of an effective workforce strategy will enable Council to plan its future workforce needs to deliver goals, focus on the medium and long term. The objective of a Workforce Plan is by ensuring that Council has the right people in the right places with the right skills doing the right jobs at the right time.

Framework and Guidelines

The Department of Local Government has released various framework and guidelines relating to the different aspects of the Integrated Planning and Reporting. Councillors have previously been provided with Integrated Planning Framework – A short guide to strategic planning by

local governments as well as Integrated Planning and Reporting Framework and guidelines. A full list of publications is available from the Department of Local Government's Integrated Planning website.

Training

Staff have attended a variety of different training workshops in relation to the new Integrated Planning and Reporting Framework, with the most recent being the LGMA master class on Integrated Planning. These workshops have given staff a good understanding of the requirements under the regulations.

WALGA is holding a number of Elected Members workshops on Integrated Planning and Reporting. The schedule of workshops dates have been provided to Councillors. The Integrated Planning and Reporting Framework is complex and extensive and all Councillors are encouraged to attend these workshops.

Resources

From the workshops it has been evident that Council does not have the staff resources to prepare all the documents required under the new regulations. Staff have contacted consultants Morrison Low, who are an industry leader in Integrated Planning. Morrison Low was contracted by LGMA to present and run the Integrated Planning Master Classes. Council has previously contracted Morrison Low to prepare business cases for funding applications under the Royalties for Regions program.

Morrison Low has put forward a proposal for Integrated Planning Assistance, which covers community engagement, the development of a Long Term Financial Plan and development of an Asset Management. The proposal from Morrison Low has been provide to Councillors under separate cover.

The cost of delivering these services has been quoted at \$85,500. The proposal does not provide a proposal for the assistance in developing the Workforce Plan or the preparation of the Strategic Community Plan or Corporate Business Plan. A verbal indicative price has been obtained for the amount of \$120,000; this unconfirmed quote covers the assistance and preparation of all the required plans. This indicative price has been obtained for the purpose of understanding the full costs of using consultants to develop all the required plans.

Even with the appointment of a consultant a great deal of staff time will need to be allocated to the preparation of the required plans and informing strategies. Council will also need to provide information, such as details on assets with information such as asset residual life, written down values and depreciation values. This information will need to be obtained from a consultant. A quotation from AVP Valuers was obtained in July for budget purposes; the quotation included condition reporting, market value for insurance purposes and fair value reporting. The total quote for these services was \$34,200. Staff are currently waiting on confirmation that data from these valuation reports can be used to develop Council's Asset Management Plan or if additional services will need to be acquired and therefore increase the consultant costs.

Council has allocated \$34,200 for asset valuations and \$15,000 for an Asset Management Plan consultant, as well as a provision of \$5,000 under members' consultancy fees in the 2011/2012 Annual Budget.

In order for Council to meet the 30 June 2013 deadline, Council will need to commit to allocating funds and resources, including employing consultants to assist in the community engagement and preparation of the required plans. The total costs in preparing all the required plans and documentations would be spread over two financial years, with an additional \$70,000 being required in the 2011/12 financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.56
Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

New Integrated Planning Framework

FINANCIAL IMPLICATIONS

Increase in members consultancy fee costs

STRATEGIC IMPLICATIONS

New Integrated Planning Framework

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Acknowledges the Planning for the Future requirements under the Local Government (Administration) regulations 1996 and commits to ensuring that the require plans and informing strategies are in place by the 30 June 2013;*
- 2. Authorises staff to appoint suitably qualified consultants to assist in the preparation of the Plans and Informing Strategies as defined under the Local Government (Administration) regulations 1996; and*
- 3. Encourages Councillors to attend the WALGA Elected Member Integrated Planning and Reporting workshops in 2012 where possible.*

COUNCIL RESOLUTION

(7891) Moved Crs – Weguelin and Hickey

That Council:

- 1. Acknowledges the Planning for the Future requirements under the Local Government (Administration) regulations 1996 and commits to ensuring that the require plans and informing strategies are in place by the 30 June 2013;*
- 2. Authorises staff to appoint suitably qualified consultants to assist in the preparation of the Plans and Informing Strategies as defined under the Local Government (Administration) regulations 1996; and*
- 3. Encourages Councillors to attend the WALGA Elected Member Integrated Planning and Reporting workshops in 2012 where possible.*

Carried 7/0

10.1.8 LORD MAYORS DISTRESS RELIEF FUND

Applicant: Lord Mayor's Distress Relief Fund
Location: Western Australia
Date: 14 December 2011
Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: CR 0010

BACKGROUND

An out of control bushfire has led to over 30 homes and properties being destroyed or damaged in the Margaret River region during November 2011.

COMMENT

The Lord Mayor's Distress Relief Fund has launched an appeal to help Margaret River fire victims.

The Lord Mayor's Distress Relief Fund was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The Shire of Corrigin has made several donations to this fund over the past years.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

A provision of \$18972 has been allocated for subscription / donations in the 2011/2012 annual budget, which included a provision for additional subscriptions / donations of \$1214, to date a total of \$16959 as been spent.

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council authorises a donation of \$1000 to the Lord Mayors Distress Relief Fund

COUNCIL RESOLUTION

(7892) Moved Crs – Johnson and Hickey

That Council authorises a donation of \$1000 to the Lord Mayors Distress Relief Fund.

Carried 7/0

OFFICER'S RECOMMENDATION

That Council closes the meeting to the public to consider the following items regarding Corrigin Library Services.

COUNCIL RESOLUTION

(7893) Moved Crs – Hickey and Johnson

That Council closes the meeting to the public to consider the following items regarding Corrigin Library Services.

Carried 7/0

Cr Downing declared an interest in the following item and left the meeting at 3.52pm.

10.1.9 CORRIGIN LIBRARY SERVICES

Applicant: MD & VA Szczecinski Location: Corrigin Post Office, Walton Street Corrigin Date: 13 December 2011 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: CS 0023
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REASON FOR CONFIDENTIALITY

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(e) of the Local Government Act because it deals with matters which would reveal information about the business, professional, commercial or financial affairs of a person. The Chief Executive Officer's Report has been provided to Council under separate cover.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Agrees to end the agreement for the provision of Library Services with MD & VA Szczecinski on settlement of sale of the Corrigin Post Office; and*
- 2. Enters into a new agreement with for the provision of Library Services with the new proprietors of the Corrigin Post Office.*

COUNCIL RESOLUTION

(7894) Moved Crs – Johnson and Hickey

That Council:

- 1. Agrees to end the agreement for the provision of Library Services with MD & VA Szczecinski on settlement of sale of the Corrigin Post Office; and*
- 2. Enters into a new agreement with for the provision of Library Services with the new proprietors of the Corrigin Post Office.*

Carried 6/0

Cr Weguelin left the meeting at 3.55pm and returned with Cr Downing at 3.55pm.

COUNCIL RESOLUTION

(7895) Moved Crs - Johnson and Talbot

That Council re-open the meeting to the public.

Carried 7/0

10.1.10 DUAL FIRE CONTROL OFFICERS – SHIRE OF NAREMBEEN

Applicant: Shire of Narembeen
Location: Shire of Narembeen
Date: 15 November 2011
Reporting Officer: Anita Stone, Executive Support Officer
Disclosure of Interest: No Interest to Disclose
File Number: ES 0001

BACKGROUND

Correspondence has been received from the Shire of Narembeen requesting the appointment of Dual Fire Control Officers with the Shire of Corrigin.

COMMENT

It is recommended that Council appoints Alan Yandle and Don Cheetham.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

Policy 5.1.6 – Fire Control Officers - Appointment

STRATEGIC IMPLICATIONS

Administration of Bush Fires Act with neighbouring Local Governments.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorses the appointment of Alan Yandle and Don Cheetham as the Shire of Narembeen's Dual Fire Control Officers with the Shire of Corrigin.

COUNCIL RESOLUTION

(7896) Moved Crs – Talbot and Johnson

That Council endorses the appointment of Alan Yandle and Don Cheetham as the Shire of Narembeen's Dual Fire Control Officers with the Shire of Corrigin.

Carried 7/0

Cr Downing left the meeting at 3.56pm and returned with the MEHBS, Mr Buise at 3.57pm.

10.1.11 APPOINTMENT OF ACTING CEO

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 20 December 2011
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: DAYM/TL

BACKGROUND

The Chief Executive Officer Mr Julian Murphy is scheduled to take 3 weeks annual leave during January 2012. The CEO will be on leave from 9 January 2012 to 27 January 2012 inclusive.

Council's Deputy CEO Miss Taryn Dayman is available to act in the CEO position for the period that the CEO will be on leave.

COMMENT

It is recommended that Council appoint Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 5.36(1) – Local government employees

POLICY IMPLICATIONS

Council does not have a policy in relation to this matter.

FINANCIAL IMPLICATIONS

Budgeted costs associated with the employment of relief staff.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the month of January 2012.

COUNCIL RESOLUTION

(7897) Moved Crs – Hickey and Downing

That Council appoints Miss Taryn Dayman to the position of Acting CEO for the period of the CEO's leave during the month of January 2012.

Carried 7/0

10.2 Health Building & Planning Reports

10.2.1 MEHBS – INFORMATION UPDATE

Applicant: Shire of Corrigin Location: Whole of Shire Date: 14 December 2011 Reporting Officer: Frank Buise, MEHBS Disclosure of Interest: No Interest to Disclose File Number: CM 0007
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BACKGROUND

The following is to update Councillors on various issues within the Health & Building and Town Planning area.

COMMENT

The following information is supplied for Council's information:

Building Licenses issued under Delegated Authority

No Building Licenses were issued for the period.

Central Wheatbelt & Great Southern Regional Health & Building Group Meeting

This meeting was held at the Shire of Merredin offices on 2 December 2011.

Building Act

The new building act has been yet again delayed to 2nd April 2012.

The Building Regulations have been printed and have been released for comment. The Australian Institute of Building Surveyors has undertaken a review of the regulations with considerable comments being directed back to the Building Commission.

Most of the meeting focused on the role of a Building Surveyor under the new regulations.

Department of Health

The new Health Act is supposed to be gazette by the end of this year.

Department of Environment & Conservation.

A lot of discussion about the lack of recyclers for landfill items that are recyclable, i.e. glass, paper, plastics, and e waste (some e-waste recyclers charging \$4,500 for a 6m sea container load).

STATUTORY ENVIRONMENT

Local Government Act 1960

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the MEHBS Information Update.

COUNCIL RESOLUTION

(7898) Moved Crs – Downing and Bolt

That Council receive the MEHBS Information Update.

Carried 7/0

The MEHBS left the meeting at 4.06pm.

10.3 Works & General Purpose Reports

10.3.1 TENDER 03/2011 – BITUMEN PRODUCTS

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 13 December 2011 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: Tender 03/2011
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BACKGROUND

Council has made allowance in the 2011/12 budget for bitumen road works in accordance with the road works program. A notice inviting tenders was advertised statewide on 12 November 2011 with tenders closing on 7 December 2011.

The following indicative schedule of works was included as part of the tender:

Location	Length (m)	Width (m)	Area (m ²)	Material Cover	Seal Type	Cover Size (mm) 1 st Coat	Cover Size (mm) 2 nd Coat
Wickein Corrigin Road	1,500	7	10,500	Aggregate	Reseal	14	N/A
Bullaring Pingelly Road	1,500	7	10,500	Aggregate	Reseal	14	N/A
Lomos South Road	3,000	7	21,000	Aggregate	Prime	10	N/A
Rabbit Proof Fence Road	3,000	7	21,000	Aggregate	Prime	10	N/A
Knight Court	1,000	7	7,000	Aggregate	Prime	10	7

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria was determined to decide which tender should be accepted:

Compliance Criteria

- Compliance with specifications
- Compliance with conditions of tendering
- Compliance with delivery date
- Compliance with and completion of price schedule

Qualitative Criteria

- Demonstrated experience to meet requirements of the specification
- A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.

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- c) Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.

Tenders were received as follows:

Item No	Description	Tendered Rate \$/m ²		
		BORAL ASPHALT	FULTON HOGAN	RNR CONTRACTING
1	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area => 5,000m ² per visit)	7.27	6.47	6.95
2	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area < 5,000m ² per visit) Only if required - works not presently scheduled	14.30	7.80	8.40
3	Rate to apply 10mm aggregate / cutback bitumen seal (area => 5,000m ² per visit)	4.06	4.27	4.30
4	Rate to apply 10mm aggregate / cutback bitumen seal (area < 5,000m ² per visit) Only if required - works not presently scheduled	13.13	5.65	6.20
5	Rate to apply 14mm aggregate / cutback bitumen seal (area => 5,000m ² per visit)	4.93	5.25	4.50
6	Rate to apply 14mm aggregate / cutback bitumen seal (area < 5,000m ² per visit) Only if required - works not presently scheduled	13.31	6.65	6.45
	Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification	\$1.09/l	\$1.32/l	\$1.08/l
	Aggregate Source	Hanson Red Hill	Hanson Red Hill	Hanson Byford Holcim Gosnells

Based on the indicative schedule of and tender prices submitted the total value of indicative works is as follows:

RnR Contracting	\$323,750
Fulton Hogan	\$334,880
Boral Asphalt	\$324,940

Assessment of tenders against compliance criteria

All tenders are deemed to have complied with the compliance criteria. Fulton Hogan has submitted a variable price contract generally indicating a variable rate depending on the rise and fall of the price of bitumen at the time of supply. Boral Asphalt and RnR Contracting and Bitumen Surfacing have submitted fixed price contracts.

Assessment of tenders against qualitative criteria

Tenders were scored using the following range:

- 0 – Did not address criterion
- 1 – Insufficient or unclear information
- 2 – Acceptable
- 3 – Good
- 4 – Very Good
- 5 – Excellent

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Service (25%)	Safety (25%)	
RnR Contracting	40	20	20	80
Fulton Hogan	40	20	20	80
Boral Asphalt	40	20	20	80

Basis of recommendation

All tenderers scored similarly in qualitative criterion assessment, all having similar experience in providing bitumen products and services to Western Australian local governments.

On the basis of best value-for-money, the tender submitted by RnR Contracting is the best value-for-money tender.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Council does not have a policy in relation to this matter

FINANCIAL IMPLICATIONS

Budgeted expenditure for bitumen road works

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the tender submitted by RnR Contracting for Tender 03/2011 – Supply and Lay of Bitumen Products(including Aggregate) for the 2011/12 Road Works Program as per the schedule of prices submitted.

COUNCIL RESOLUTION

(7899) Moved Crs – Weguelin and Hickey

That Council accepts the tender submitted by RnR Contracting for Tender 03/2011 – Supply and Lay of Bitumen Products(including Aggregate) for the 2011/12 Road Works Program as per the schedule of prices submitted.

Carried 7/0

11 NOTICE OF MOTIONS –

There were no Notices of Motions

12 NOTICE OF MOTIONS – NEXT MEETING –

There were no Notices of Motions for the next meeting.

13 CHIEF EXECUTIVE OFFICERS REPORT

The CEO advised that Staff have completed the capital upgrade works on the Rabbit Proof Fence Road. Works Staff are currently working on capital upgrade works on Lomos South Road and Boyd Street.

14 PRESIDENTS REPORT

Meetings attended:

- RoeROC
- Electors Meeting
- RRG Sub Group – we are the current Chair/Administrators
- Regional Road Group (RRG)
- Local Emergency Management Committee (LEMC)
- Local Health Advisory Group (LHAG)
- Paul West – Wheatbelt General Practice (with CEO, DCEO and Deputy President)
- Doctor/Director of Nursing
- End of Year Shin-Dig
- Main Roads – Bulyee Road

Cr Talbot queried about the status of Bulyee Road proposed re-alignment. The CEO advised that the MRWA Grain Freight project manager is currently on leave. Main Roads are getting someone else to look at the design options.

15 COUNCILLORS REPORTS

Cr Bolt raised concerns about trees on Wogerlin Road.

Cr Hickey offered his congratulations to the staff for the End of Year Shin Dig for organizing such a great event.

16 URGENT BUSINESS

There was no urgent business.

17 INFORMATION BULLETIN

Cr Weguelin asked about the funding available from Eventcorp's Regional Event Scheme for local events \$50,000. Staff advised that the funding scheme was not really suitable for any current events planned for Corrigin.

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Cr Bolt talked about weed management/awareness and the need to get the message out to land holders about controlling problem weeds. The ESO advised that her email database does have a comprehensive list of local farmers that can make it easy to distribute information to farmers.

18 WALGA & CENTRAL ZONE MOTIONS

There were no WALGA and Central Zone Motions

19 MEETING CLOSURE

There being no further business to discuss, the President wished everyone a Merry Christmas and thanked everyone for their attendance and closed the meeting at 4.53pm.

President

Date
