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**2**        **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**3**        **PUBLIC QUESTION TIME**

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10.1.7    FINANCIAL MANAGEMENT REVIEW

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10.1.9    PLANT REPLACEMENT PROGRAM

**10.2**      **HEALTH BUILDING & PLANNING REPORTS**

10.2.1    PLANNING APPLICATION- LOT 29 GOYDER STREET

10.2.2    ENVIRONMENTAL HEALTH UPDATE

10.2.3    APPLICATION FOR EXPLORATION LICENCE – No's. 70/4356, 70/4357, 70/4358 &  
70/4359

**10.3**      **WORKS & GENERAL PURPOSE REPORTS**

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10.3.2    CAPITAL ROADWORKS PROGRAM

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**11**       **NOTICE OF MOTIONS –**

**12**       **NOTICE OF MOTIONS – NEXT MEETING -**

- 13      CHIEF EXECUTIVE OFFICERS REPORT
  
- 14      PRESIDENTS REPORT
  
- 15      COUNCILLORS REPORTS
  
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- 18      WALGA & CENTRAL ZONE MOTIONS
  
- 19      MEETING CLOSURE

## 1 DECLARATION OF OPENING

The Chairman Cr Lynette Baker opened the meeting at 3.03pm.

## 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	JP Murphy
Deputy Chief Executive Officer	T L Dayman
Executive Support Officer	K Harley

## COUNCIL RESOLUTION

**(7966) Moved Crs – Bolt and Weguelin**

*That the meeting be adjourned for 20 minutes.*

*Carried 7/0*

*The meeting was adjourned at 3.04pm. The meeting reconvened at 3.26pm with the following in attendance Cr Baker, Cr Downing, Cr Bolt, Cr Hickey, Cr Johnson, Cr Talbot, Cr Weguelin, J Murphy, T Dayman, K Harley.*

## 3 PUBLIC QUESTION TIME

There were no members of the public present.

## 4 OBITUARIES

It was advised that Dorothy (Dot) Sandercock, Lilian Mary Downing and Robbie Parmeshwar had passed away.

## 5 GUEST SPEAKERS

## 6 DECLARATIONS OF INTEREST

Cr Hickey declared a proximity interest in item 10.2.3  
Cr Bolt declared a financial interest in item 10.2.3  
Cr Downing declared a financial interest in item 10.2.3  
Cr Talbot declared a financial interest in item 10.2.3

## 7 CONFIRMATION OF MINUTES

**(7967) Moved Crs – Bolt and Johnson**

*That the minutes of the ordinary meeting held on 15 May 2012, be confirmed as a true and correct record.*

*Carried 7/0*

8 BUSINESS ARISING FROM THE MINUTES

9 MINUTES OF COMMITTEES

9.1 CORRIGIN SENIOR CITIZENS CENTRE-MAY 2012

(7968) Moved Crs – Johnson and Hickey

*That the minutes from the Corrigin Senior Citizens Centre meeting held on 23 May 2012,  
be received*

*Carried 7/0*

9.2 CWVC MOU WORKING GROUP MEETING –MAY 2012

(7969) Moved Crs – Hickey and Talbot

*That the minutes from the CWVC Mou Working Group Meeting – May 2012 meeting held  
on 24 May 2012, be received.*

*Carried 7/0*

## 10 MATTERS REQUIRING A COUNCIL DECISION

### 10.1 Finance & Administration Reports

#### 10.1.1 COMMUNITY RESOURCE CENTRE

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 19 June 2012
Reporting Officer: Heather Ives, Corrigin CRC Coordinator
Disclosure of Interest: No interest to disclose
File Number: CMS/005/03

#### COMMENT

##### 1. MAY 2012 Advertising:

'The Windmill' Newspaper: Forklift Operators Course - *date & details*  
New Staff – *Emily welcome message & photo*

Email News: Corrigin Movie Club – *12/06/12 reminder & movie selection*  
Forklift Operators Course - *date & details*

Corrigin CRC Website: Corrigin Movie Club – *12/06/2012*  
Forklift Operators Course – *15/6/12*  
Corrigin Community BBQ Trailer – *Hire details*

Corrigin CRC Facebook Page: New Staff - *Emily's Welcome*  
CDHS Workplace Learning Student - *Aaron Fulwood*  
Forklift Operators Course  
CRC & Shire "Senior First Aid Course" *staff photos*

##### 2. MAY 2012 Room Bookings:

Conference Room	3
Professional Office	6
Video Conference Room	1
Computer Training Room	0
Exam Supervisions	0

##### 3. MAY 2012 Courses / Workshops / Training / Information Seminars / Meetings:

Corrigin Movie Club (MAY) "War Horse"	16 people
Skill Hire - Employment Agency	6 appointments
Corrigin Historical Book – Working Group Meeting	5 people
Senior First Aid Course	5 people
Corrigin Reserve Public Meeting	9 people
Community First International - Employment	6 appointments
Advanced Personal Management - Employment	5 appointments
WACOSS	1 appointment

4. General Business:

- ATO: *Annual Contract Renewal signed for period Jul 2012 to Jun 2013 (\$1,730 incl. GST)*
- Dept. of Human Resources:
  - *Annual Contract Renewal Invitation received 16/05/2012 (\$4,260.25 incl. GST)*
  - *June Shire Council Meeting Agenda Item - awaiting outcome from meeting re. continued provision of Centrelink & Medicare Service by Corrigin CRC for Jul 2012 – Jun 2013 period.*
  - *New 'Local Response Guidelines' (LGR) to be developed by Host Organisation, for managing & reporting customer aggression (as new requirement of Dept. of Human Services).*
- *New CRC Staff - Emily Hewett started @ Corrigin CRC on 08/05/2012 (utilizing CRC 2<sup>nd</sup> Trainee Funding -\$20,000pa)*
- *Centrelink POI: New Staff Training DVD viewed & 'Declaration of Confidentiality' signed and submitted for Emily Hewett to Dept. of Human Services on 15/05/2012.*
- *CCI Apprenticentre Registration & Traineeship Contract for EMILY HEWETT– Sign up Meeting scheduled for 18/06/12.*
- *Registered Training Organisation (RTO) – West Coast TAFE contacted re. 'Certificate III in Tourism' (Visitor Information Services) Course for Emily Hewett.*
- *Corrigin CRC Business Plan 2012-2013 amended – to included 2<sup>nd</sup> CRC Trainee & access of CRC Trainee Funding @ \$20,000 pa*
- *Corrigin Phonebook: Business Listings - Annual Renewals mailed out for Jul 2012 to Jun 2013 period.*
- *Broadband for Seniors' Programme –Kiosk Host Report (6 monthly) submitted 28/05/12*
- *Corrigin Historical Photographic Book Project – Working Group continue to regularly utilise new Photo Scanning Equipment for book project.*

5. Equipment, Fixtures & Fittings:

- *OH&S Duress Alarm & Monitoring System (for CRC Staff)*
  1. *30/3/12 contacted Securus for advice on staff alarm/monitoring options and costs - Follow up call & email 01/05/2012, still awaiting reply.*
  2. *16/05/12 contacted Merredin Telephone Service for advice on staff alarm/monitoring options and costs. Received quote 23/05/12. Forwarded to CEO.*
- *Purchased A1 Whiteboard Carry Bag (\$154.00 incl. GST using 2011-2012 CRC Equipment, Fixtures & Fittings Funding)*

6. Professional Development & Training

- *CRC Regional Cluster Meeting @ Muresk on 30/31 May 2012 (Heather Ives and Pippa Davey attended)*
- *Working with Children Check (WWCC) EMILY HEWETT– Application completed & submitted*

7. Grant Funding:

- *Corrigin CRC 'Community BBQ Trailer' Funding Acquittal - documentation sent 06/06/2012*

8. CORRIGIN CRC Monthly Usage: May 2012

<b>CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES May 2012:</b>					
<b>COMPUTER ROOM</b>	<b>MTHLY</b>	<b>YTD from July'11</b>	<b>HIRE</b>	<b>MTHLY</b>	<b>YTD from July'11</b>
Internet Use	86	793	Room Hire (payments)	6	38
Computer Use	2	27	Data Projector Hire	1	15
Wireless Hotspot	9	43	Laptop Hire	-	0
<b>SERVICES</b>			Folding Machine Hire	-	0
B&W Printing / Photocopies	53	395	Portable Projector Screen Hire	1	12
Colour Printing / Photocopies	13	145	White Board Hire	-	3
Photo Printing	3	16	Portable Pin-Up Board Hire	-	0
Laminating	3	46	Engraver Hire	-	0
Faxing	16	128	NLIS Scanning Wand Hire	-	0
Binding	2	7	<b>SALES</b>		
Secretarial Services	5	83	Phonebook Sales	29	196
Scanning	2	28	Birds of the W/belt Book Sales	-	0
Desktop Publishing	1	2	Map Book Sales	-	2
CD / DVD Burning	-	3	Corrigin Book Sales	1	10
Computer Training (one-on-one)	-	7	Shire Polo Shirt Sales	-	3
Phone Calls	1	6	CD Sales	-	0
<b>FEES</b>			Corrigin Post Card Sales	-	17
Corrigin CRC 2011 Membership	-	15	Corrigin Wrapping Paper Sales	-	11
Corrigin Movie Club (payments)	13	105	<b>OTHER</b>		
Training Course (payments)	-	9	Folding Machine	-	3
University Exam Invigilation	-	0	Yealering Book Sale	-	0
IP Video Conferencing	-	3	Bulyee / Kweda Book Sale	-	0
<b><i>Monthly People through the Door : 247</i></b>					
<b>CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES' May 2012:</b>					
<b>SERVICE</b>	<b>MTHLY</b>	<b>YTD from July'11</b>	<b>SERVICE</b>	<b>MTHLY</b>	<b>YTD from July'11</b>
Phonebook - Enquiries	8	79	Department of Veterans' Affairs	-	5
Centrelink – Access Point	51	390	Courses & Education Enquiries	8	63
Tourism	23	355	General Enquiries	103	753
Conferences/Training/Meetings	60	586	Corrigin Toy Library	11	82
Broadband for Seniors Kiosk (BFS)	31	177	Government Info. Access Point	0	21
Medicare – Claim Booth	6	46	ATO	1	10
<b><i>Monthly People through the Door : 317</i></b>					

**TOTAL: 564** (Paying Customers and Customer Services provided for May 2012)

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Tuesday 19 June 2012

ANNUAL SUMMARY REPORT:

	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
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	535	542	381	426	520	527	499	564		

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

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION**

**(7970) Moved Crs – Weguelin and Bolt**

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

*Carried 7/0*



### 10.1.2 ACCOUNTS FOR PAYMENT – MAY 2012

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 08 June, 2012
Reporting Officer: Tanya Ludlow, 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 May 2012 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 Cheques 19527 to 19545 and EFT Payments in the Municipal Fund, totaling \$632,545.13, Cheque 3292 and EFT Payments in the Trust fund totaling \$235.90, and EFT Payments in the Licensing account totaling \$50,697.45; Total payments for May \$683,478.48.*

#### **COUNCIL RESOLUTION**

(7971) Moved Crs – Talbot and Johnson

*That Council endorse Cheques 19527 to 19545 and EFT Payments in the Municipal Fund, totaling \$632,545.13, Cheque 3292 and EFT Payments in the Trust fund totaling \$235.90, and EFT Payments in the Licensing account totaling \$50,697.45; Total payments for May \$683,478.48.*

*Carried 7/0*

**10.1.3 MONTHLY FINANCIAL REPORT – MAY 2012**

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 13 June 2012 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: FM 0036
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**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 31 May 2012, as presented, and note any material variances.*

**COUNCIL RESOLUTION**

(7972) Moved Crs – Weguelin and Hickey

*That Council adopts the Statement of Financial Activity for the month ending 31 May 2012, as presented, and note any material variances.*

*Carried 7/0*

**COUNCIL RESOLUTION**

**(7973) Moved Crs – Talbot and Downing**

*That Council closes the meeting to the public to consider the following items regarding Performance Review of the Chief Executive Officer.*

*Carried 7/0*

*Miss Dayman and Ms Harley left the meeting at 3.39pm.*

**10.1.4 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW**

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 11 June 2012
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: Financial Interest - Matters affecting the employment of the CEO
File Number: MURP J

**REASON FOR CONFIDENTIALITY**

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council. The Chief Executive Officer's Report has been provided to Council under separate cover.

**PERFORMANCE REVIEW**

The Chief Executive Officer performance review will be undertaken on 19 June 2012 (prior to the Council Meeting) in accordance with the terms of the contract of employment and the Local Government Act. All Councillors are provided an opportunity to participate in the review.

Notes from the review will be presented to Council following the performance review interview.

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 5.38 – employee performance reviews

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Budgeted expenditure for CEO employment costs.

**VOTING REQUIREMENT**

Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Receives the report of the CEO performance for the review period June 2011 to May 2012; and*
- 2. That the Performance Criteria as submitted be endorsed for the forthcoming review period.*

**COUNCIL RESOLUTION**

**(7974) Moved Crs – Hickey and Bolt**

***That Council:***

- 1. Receives the report of the CEO performance for the review period June 2011 to May 2012; and*
- 2. That the Performance Criteria as submitted be endorsed for the forthcoming review period.*

*Carried 7/0*

*Cr Hickey left the meeting at 3.42pm.*

**COUNCIL RESOLUTION**

**(7975) Moved Crs – Downing and Johnson**

***That Council reopens the meeting to the public.***

*Carried 6/0*

*Cr Hickey, Miss Dayman and Ms Harley returned to the meeting at 3.43pm.*

### 10.1.5 CORRIGIN DENTAL PRACTICE

Applicant: Dr Sitaram Vij Location: Kirkwood Street, Corrigin Date: 11 June 2012 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: CP0050
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#### **BACKGROUND**

At the June 2011 meeting Council considered a request from Dr Sitaram Vij for a reduction in the rental for the Corrigin Dental Surgery and adjoining house. Council granted a 50% reduction in rental for the Corrigin Dental Surgery and house.

Dr Vij currently pays \$70 per week rental for both the surgery and the house. Council provides the majority of the equipment to the practice and covers the cost of maintenance to the dental equipment and the buildings etc. Dr Vij has recently written to Council stating that whilst he appreciated the 50% reduction in rent he is now requesting that Council provide him use of the surgery rent free.

#### **COMMENT**

Dr Vij has advised that there has been a reduction in the number of patients visiting the Corrigin Dental Practice resulting in a less profitable and attractive business to any dentist wishing to work there. Free rental is one way for Council to ensure that a dental service is maintained in Corrigin.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Potential reduction in rental income for the Corrigin Dental Surgery and house.

#### **STRATEGIC IMPLICATIONS**

There are no direct strategic implications in relation to this item

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council consider granting free rental for the Corrigin Dental Surgery and house.*

#### **COUNCIL RESOLUTION**

(7976) Moved Crs – Downing and Talbot

*That Council grants free rental to Dr Vij for the Corrigin Dental Surgery and house.*

*Carried 4/3*

**10.1.6 DUAL FIRE CONTROL OFFICERS – SHIRE OF BROOKTON**

Applicant: Shire of Brookton Location: Shire of Brookton Date: 14 June 2012 Reporting Officer: Karen Harley, Executive Support Officer Disclosure of Interest: No Interest to Disclose File Number: ES 0001
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**BACKGROUND**

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

**COMMENT**

It is recommended that Council appoints Ian Eva and Darrell Turner

**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 Ian Eva and Darrell Turner as the Shire of Brookton's Dual Fire Control Officers with the Shire of Corrigin.*

**COUNCIL RESOLUTION**

(7977) Moved Crs – Johnson and Bolt

*That Council endorses the appointment of Ian Eva and Darrell Turner as the Shire of Brookton's Dual Fire Control Officers with the Shire of Corrigin.*

*Carried 7/0*

### 10.1.7 FINANCIAL MANAGEMENT REVIEW

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 12 June 2012 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: FM 007
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#### **BACKGROUND**

In accordance with the Local Government (Financial Management) Regulations 5(2)(c), a local government is required to undertake a review of its financial management systems and procedures every four years.

It is the responsibility of the CEO to ensure that the review of the financial management systems and procedures is undertaken and report the results to Council.

A financial management review was undertaken by UHY Haines Norton Chartered Accountants in April 2012. The Financial Management Review Report April 2012 is attached to this item.

The report concluded that based on UHY Haines Norton work described in the report, nothing has come to their attention to indicate the Shire of Corrigin has not established and maintained appropriate and effective financial management systems and procedures during the period 1 July 2011 to 29 February 2012.

#### **COMMENT**

The following is a summary of the items of concern identified in the Financial Management Review Report April 2012 along with the action taken by the CEO to address the issues raised:

##### Rates

**Area of Concern:** Rate in the Dollar adopted for GRV as per the Statutory Budget of \$0.082420 is different to the rate in the Dollar per rate notices of \$0.088242. Management have advised this is due to a typographical error in the minutes and statutory budget. It is noted the Dollar amount of rates raised is as budgeted.

**Action Taken:** Cross referencing between the rate in the dollar agenda item and statutory budget formed part of the 2011/12 budget preparation. The typographical error occurred from taking the rate from the rate modeling to the statutory budget. This error flowed through all documents. Additional cross referencing to be conducted for future budgets and agenda items; this will include additional staff verifying correct data. Rates Officer also will verify rate in the dollar resolution prior to raising rates.

##### Purchase Orders

**Area of Concern:** It was noted there were instances where purchase orders were raised after services performed or goods received.

**Action Taken:** This issue has been discussed with responsible staff where Councils purchasing policy was reinforced.

### List of Payments presented to Council

**Area of Concern:** EFT Numbers were missing from the sequences as a result of allocation of EFT numbers to direct debits.

**Action taken:** This area of concern is a result of the way that Department of Police Licensing direct debits were being reflected into Synergy Soft and the dates associated with these transactions. While no EFT payments were missing from the list of payments presented to Council, It was acknowledge that the numbers did not appear sequential in one month's list of payments. Staff have immediately changed the way Department of Police Licensing Direct Debits are being processed in Synergy Soft from a EFT payment to a Direct Debit payment. This appears to have solved the issue.

### Credit Card Procedures

**Area of Concern:** Council has no policy governing the use of Council credit cards.

**Action Taken:** A Shire of Corrigin Corporate credit usage policy has been developed and is currently being presented for Council's consideration.

### Storage of Documents / Record Keeping

**Area of Concern:** That there is no detailed and fully indexed register in place for the records maintained in the strong room.

**Action Taken:** While many of the files located in the strong room are identified within Council's Keyword for Council record management system a full comprehensive list is currently not available. A fully indexed register to be compiled in the coming months.

### Cost and administration overhead allocations

**Area of Concern:** No documentary evidence the allocation rates for Administration Costs, Plant Operating Costs and Public Works Overheads are regularly reviewed or adjusted. Whilst a recent review resulted in revised allocation rates we noted a significant amount of costs remained unallocated at our review date.

**Action Taken:** A major review of Plant Operating Costs and Public Works Overheads was conducted in January 2012. As a result of this review a number of rate changes were implemented, especially with Plant overheads. From this review it was established that a number of plant usage was not being recorded on employee timesheets and therefore their usage was not recorded correctly. The Works Supervisor was informed of this and advised which plant needs to be recorded on the timesheet. A number of plant are schedule for an end of year review to establish the correct rates and adjustments will be made accordingly.

UHY Haines Norton have suggested that a regular review be conducted and have verbally suggested this occur monthly. A number of considerations need to be taken into account when preparing a review, Plant operating Costs YTD and projected costs, depreciation costs YTD and projected costs, Plant usage YTD and projected usage. With a number of variables it is difficult to determine the best review and reconciliation method to apply that will be beneficial and not take up to many staff resources. A final review will be conducted as part of the end of financial year reconciliations and activities. Methods of review to be investigated and if deemed acceptable will be used for the upcoming financial year.



### Minutes and Meetings

**Area of Concern:** While reviewing audit committee meetings minutes we noted they were not signed by the Chair person of the audit committee. .

**Action Taken:** These minutes are currently being prepared to be signed by the Chairperson at the Audit Committee scheduled on the 19 July 2012.

### Financial Reports

**Area of Concern:** The annual financial report for 30 June 2011 was not submitted to the Department of Local Government within 30 days of the audit report being signed.

**Action Taken:** This issue has been discussed with the staff responsible to ensure they understand the importance that the annual report is sent within the required time. The DCEO has set a weekly reminder around the projected timeframe that the Annual Report will be finalized to ensure that this is not overlooked.

**Area of Concern:** In one instance the explanation of the composition of net current assets did not agree to the amount disclosed on the first page of the report.

**Action Taken:** Additional cross referencing has been setup within the financial reports to ensure that the net current assets agree in all financial reports. In addition a report containing an explanation of the composition of the net current assets for the month will now be included in the monthly financial reports.

### Budget

**Area of Concern:** The rate in the Dollar adopted for GRV as per the Statutory Budget of \$0.082420 is different to the rate in the Dollar per rate notices of \$0.088242. Management have advised this is due to a typographical error in the minutes and statutory budget. It is noted the Dollar amount of rates raised is as budgeted.

**Action Taken:** Cross referencing between the rate in the dollar agenda item and statutory budget formed part of the 2011/12 budget preparation. The typographical error occurred from taking the rate from the rate modeling to the statutory budget. This error flowed through all documents. Additional cross referencing to be conducted for future budgets, this will include additional staff verifying correct data. Rates officer also will verify rates in the dollar resolution prior to raising rates.

### Registers (including Annual & Primary Returns

**Area of Concern:** Review of Annual returns of Councilors and Staff revealed 9 of 14 returns reviewed contained sections which had been left blank.

**Action Taken:** This point has previously been raised by UHY Haines Norton. Management has provided Councilors and employees the prescribed form for Annual and Primary return for their completion and has re-enforced best practice for completing the returns. The responsibility of the completion of the prescribed form is the responsibility of the person completing the said form. Management will continue to re-enforce best practice for completing the returns and will provide assistance when requested.

**Area of Concern:** In one instance a Primary return was not lodged within 3 months of the "start date"

**Action Taken:** The Primary return referred to has now been completed.

**General Compliance and other matters**

**Area of Concern:** Whilst reviewing the adequacy of information security we noted that the Shire does not have a formal security plan in relation to general controls such as access to the computer system, regular changes to passwords and the review and monitoring of unauthorized access.

**Action Taken:** Staff to review and evaluate current controls of Council's information security and if deemed appropriate implement additional controls and document a formal security plan for the Shire.

The Financial Management Review Report is presented to Council for formal receipt and consideration.

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations – 5(2)(c).

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no direct financial implications to Council.

**STRATEGIC IMPLICATIONS**

Strategic Priority number 9 – Provide for the good governance of the district

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receives the Financial Management Review Report April 2012 from UHY Haines Norton Chartered Accountants and notes the action taken by the CEO to address the areas of concern raised in the report.*

**COUNCIL RESOLUTION**

**(7978) Moved Crs – Hickey and Bolt**

*That Council receives the Financial Management Review Report April 2012 from UHY Haines Norton Chartered Accountants and notes the action taken by the CEO to address the areas of concern raised in the report.*

*Carried 7/0*

### 10.1.8 CORPORATE CREDIT CARD USE POLICY

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 13 June 2012 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: FM 0042
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#### **BACKGROUND**

The Chief Executive Officer recently commissioned a review of Council's financial management practices and procedures which was undertaken by UHY Haines Norton in April 2012. During the review it was identified that Council needed a corporate credit card usage policy.

#### **COMMENT**

A corporate credit card usage policy has been developed based on the current Department of Local Government best practice guideline for use of corporate credit cards. A copy of the use of corporate credit cards guidelines can be viewed at the DLG website [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au)

The new policy aims to achieve the following objectives:

- Establish rules for their use
- Outline cardholders responsibilities
- Minimize risks associated with the use of credit cards.
- Formalise agreements between staff and Council on the use of corporate credit cards.

The new corporate credit card policy is presented to Council for consideration and adoption.

#### POLICY FOR THE ISSUE AND USE OF CORPORATE CREDIT CARDS

##### **Objective**

The purpose of the Shire of Corrigin's Corporate Credit Card Policy is to establish rules for their use and the responsibilities of cardholders using the Shire's corporate Credit Cards.

The policy ensures that the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

##### **Policy Statement**

##### **Authority for the Use of Corporate Credit Cards**

Shire of Corrigin Corporate Credit Cards maybe issued to the following Shire of Corrigin employees, with credit card limits as described.

- | <b>Officer</b>                   | <b>Credit Card Limits</b> |
|----------------------------------|---------------------------|
| • Chief Executive Officer        | \$10,000                  |
| • Deputy Chief Executive Officer | \$5,000                   |

Approval for additional credit card holders and any change to credit card limits must be approved by Council.

The Local Government Act 1995 does not allow for the issue of Credit Cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member.

An agreement between the cardholder and the Shire of Corrigin is to be signed which sets out the cardholders responsibilities, legal obligations and action to be taken in the event that the cardholder fails to comply with procedures.

A register to be kept of all current cardholders which includes, card number, expiry date of credit card, credit card limit and details of goods and services the cardholder has authority to purchase.

#### **Purchases and Use of Corporate Credit Cards.**

The Shire's Corporate Credit Cards shall only be used for purchase of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash.

Where purchases are made by facsimile, over the telephone or on the internet, a compliant tax invoice /receipt should be requested to support the purchase. The tax invoice/receipt and purchase order to be forward to Council's Finance Officer prior to the last day of the month. Credit Card purchases will be checked and processed in accordance with normal accounts authorisation and payment processes. Credit Card Statements to be reviewed and reconciled by the Finance Officer monthly.

#### **Card Lost or Stolen**

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity cardholders to advise Council's CEO, DCEO and Finance Officer so that the cancellation of the cards can be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

#### **Misuse of Corporate Credit Cards**

Cards which show unreasonable or unauthorised expenditure will be subject to review and may result in the withdrawal of the card from the cardholder.

#### **Recovery of Unauthorised Expenditure.**

Unauthorised expenditure and expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

#### **Rewards / Bonus Points**

Where the Corporate Cards carry rewards or bonus points, these points will be accumulated in the name of the Shire of Corrigin. The Chief Executive officer will decide how these points are to be utilised. Under no circumstances are reward or bonus points to be redeemed for an officer's private benefit.

#### **Return of Cards.**

In the event that a cardholder's employment ceases with the Shire of Corrigin, the credit card is to be handed to the Chief Executive Officer or Deputy Chief Executive Officer for cancellation of the corporate card account and destruction of card. Credit Cards are not to be transferred to other users.

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 2.7(2)(a) and (b) –Role of Council.

Local Government Act 1995 Section 6.5(a) –Accounts and Records

Local Government (financial Management) Regulation 11(1)(a) – Payments of Accounts

**POLICY IMPLICATIONS**

Establishment of new policy relating to the use of corporate credit cards.

**FINANCIAL IMPLICATIONS**

There is no direct financial implications in relation to this item.

**STRATEGIC IMPLICATIONS**

Strategic Priority number 9 – Provide for the good governance of the district

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That council adopts the Use of Corporate Credit Card Policy as proposed.*

**COUNCIL RESOLUTION**

(7979) Moved Crs – Talbot and Downing

*That council adopts the Use of Corporate Credit Card Policy as proposed.*

*Carried 7/0*

### 10.1.9 PLANT REPLACEMENT PROGRAM

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 13 June 2012 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: PES 0009
--

#### **BACKGROUND**

Council programs capital plant replacement in its Plan for the Future and Annual Budgets. The programming of plant replacement is undertaken on a projected bases showing estimated costs and funding sources involving reserves.

A detailed plan allows Council to plan for expenditure on plant items and ensures that adequate reserves are maintained to facilitate large purchases.

A ten year plant replacement program has been developed for the period 2012/13 to 2022/23. A copy of the program is attached.

#### **COMMENT**

The draft Plant Replacement Program 2012/13 to 2022/23 is presented to Council for consideration and budget planning purposes.

#### **STATUTORY ENVIRONMENT**

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Projected expenditure for future plant replacement

#### **STRATEGIC IMPLICATIONS**

Ten year plan of plant replacement.

#### **VOTING REQUIREMENT**

Majority

#### **OFFICER'S RECOMMENDATION**

*That Council reviews the Plant Replacement Program 2012/13 to 2022/23 as part of the 2012/13 budget planning process.*

#### **COUNCIL RESOLUTION**

**(7980) Moved Crs – Johnson and Talbot**

*That Council reviews the Plant Replacement Program 2012/13 to 2022/23 as part of the 2012/13 budget planning process.*

*Carried 7/0*

## 10.2 Health Building & Planning Reports

### 10.2.1 PLANNING APPLICATION- LOT 29 GOYDER STREET

Applicant: Geoff Thorgerson Location: Lot 29 Goyder Street Date: 29 May 2012 Reporting Officer: Frank Buise, MEHBS Disclosure of Interest: No Interest to Disclose File Number: A727
---

#### **BACKGROUND**

The owner has made application to extend the rear of his premises to the rear boundary, also to install a door on the boundary of the Lot next door (Lot 30).

This property has a history of planning consent and building activities since 2004.

Council at its meeting on 21 July 2004 (motion 6073) approved a planning application for a front fence which incorporated the side fence (alongside Council property) further a caretakers flat was approved.

Council at its meeting on 18 August 2004 (motion 6093) approved a fire rated wall between the newly created caretakers flat and the remainder of the shed.

Council at its meeting on 15 September 2004 (motion 6114) refused an application for the owner to have access from Lot 19 (his property) to the Shire block next door.

A building license was issued on 27 August 2004 for the front fence, side fence (with a gate opening onto Shire land), plus a 90/90/90 fire wall separating the newly created caretakers flat and the commercial area at the rear of the building.

A building application was submitted in 2007 for the extension to the rear of the premises to extend the rear wall within 1.0metre of the boundary. This building license was not issued and the fees were never paid.

Building plans for the fire wall were date stamped on 27 August 2004 and signed by the building surveyor. The same plans were again stamped on 20 January 2006 and again signed by the same building surveyor.

The property owner approached me in March to have the building works signed off as being compliant, and further to seek permission to extend the building to the rear boundary and further to have a doorway for access to the Shire block next door.

The consultant Town Planner was contacted and asked for any prior history of this site.

Mr Joe Douglas response on 13 April 2012 at 11.26am:

I am not aware of the history of development of this particular property.

From my preliminary investigation it would appear that Lot 19 is actually classified 'Town Centre' zone in TPS No.2. Under the terms of this zoning residential development and use is listed as being a discretionary use requiring Council's prior planning approval. As such any proposed additions or modifications to the existing structures on Lot 19 will require Council's planning approval.

The proposal to put a doorway which provides access directly onto the adjoining property (i.e. Lot 30) is of some concern from both a planning and building point of view. I doubt very much whether we'd support that.

From what I can tell the car park next door on Lot 30 is also classified 'Town Centre' zone in TPS No.2. It would also appear that the Shire owned the property.

Mr Douglas's further response on 13 April 2012 3.53pm:

With regard to the site coverage, given the fact that the land is now being used for residential purposes only, any future development must be in accordance with the requirements of Schedule 4 of TPS No.2 as this applies specifically to land classified 'Town Centre' zone. Under the terms of Schedule 4 any further development is required to comply with the standards contained in the Residential Design Codes and the provisions applicable to land with a residential density coding of R12.5. This therefore means that a minimum of 55% of the total site area is required to be dedicated to private open space. Clearly the existing development on the land exceeds this requirement by a significant amount. Whilst minor variations to the 55% open space requirement can be approved by Council, the extent of non-compliance with the R-Code requirement in this case suggests to me that no further additions to the existing buildings on the land can or should be approved. I'd rather therefore recommending that Council refuse any planning application submitted for any further building extension on this property.

inspected the property on 29 May 2012 and can confirm that the caretakers flat, the fire wall and the front/side fences have been completed.

#### **COMMENT**

Not only has Council previously dealt with this matter, but the National Construction Code clearly prohibits a doorway onto a neighbouring property. Council dealt with this in 2004 and refused the original application.

The R Codes are very clear and Council may overturn this part of the application, and if they do, then it will create vehicle access problems when leaving or entering the rear of the property. By rights there should be a truncation in the driveway to allow the applicants car to be seen and to see oncoming traffic. This is now the case with the existing rear wall and entry point.

#### **STATUTORY ENVIRONMENT**

Shire of Corrigin Town Planning Scheme No. 2  
National Construction Code of Australia

#### **POLICY IMPLICATIONS**

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



**FINANCIAL IMPLICATIONS**

There are no financial implications.

**STRATEGIC IMPLICATIONS**

There are no direct strategic implications in relation to this item

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council refuses the application from the owner of Lot 29 Goyder Street to extend the rear of the building to the rear boundary, and further Council refuse the application by the owner to install an access way from Lot 19 to Lot 30 (car park).*

**COUNCIL RESOLUTION**

(7981) Moved Crs – Talbot and Downing

*That Council refuses the application from the owner of Lot 29 Goyder Street to extend the rear of the building to the rear boundary, and further Council refuse the application by the owner to install an access way from Lot 29 to Lot 30 (car park).*

*Carried 7/0*

## 10.2.2 ENVIRONMENTAL HEALTH UPDATE

Applicant: EHO Location: Shire of Corrigin Date: 13 June 2012 Reporting Officer: Lauren Bosch Disclosure of Interest: No interest to disclose File Number: WS005;CP005;PR009
---

### BACKGROUND

The following is to update Councillors on any issues that the Shire of Corrigin currently faces and work activities undertaken by Shire's Environmental Health Officer.

### COMMENT

#### Waste Water Reuse Scheme

The new "Guidelines for the Non-potable Uses of Recycled Water in Western Australia" (August 2011) require existing schemes to undergo a transitional phase towards compliance.

Most current schemes will require an amendment to their reporting processes and the submission of the Recycled Water Quality Management Plan (RWQMP) in order to comply with the guidelines and this is to be completed within a two year period. Schemes required to change their treatment train, irrigation apparatus or monitoring technologies will have up to five years from the endorsement by the Executive Director Public Health (EDPH) of these guidelines to comply.

The Guidelines were endorsed by the EDPH in August last year, so the Shire of Corrigin has just over 4 years to bring the reuse scheme into compliance with the guidelines. Shire's EHO, along with the Water Corporation will put together a comprehensive RWQMP which complies with the guidelines, within the 2 year transition period, but preferably before this summer.

Corrigin is required to install a disinfection system which complies with the guidelines. The disinfected water will need to be pumped to and held in tanks prior to irrigation of the oval and parks. This allows enough time for effective disinfection of the water to occur.

It is recommended that Council approves a budget this year which allows for an audit of our current reuse scheme to take place by a specialist in water recycling and irrigation, to produce a report on the status of the system in relation to its non-compliance, and what works are required to make it comply with these guidelines. This will give Council an idea of the amount of money required to be spent on upgrades, which will need to be budgeted for in the years to come in order to meet the compliance deadline of August 2016.

#### Caravan Park

The Corrigin Caravan Park requires new ablution facilities and campers kitchen. The facilities are old and restrictive and disabled access is an issue. The asbestos fence around the facility is cracking in places and not fully intact in some area – asbestos cannot be repaired, it will need to be removed.

Council should consider a budget this year for the revitalization of these caravan park facilities. It is needed from a tourism point of view as well as for compliance with current day Caravan Parks legislation, disabled access legislation and for public health and safety.

### **Asbestos**

The old, disused Walden Park speedway facility is reportedly still being accessed by young people to do burnouts. The site can be freely accessed.

This could be a liability for the Shire as the building there has smashed up asbestos contained within it due to vandalism. This poses a risk to those young people that may not know it is asbestos (and its effects) and may enter the building.

It is recommended that the Shire either erects a fence and appropriate warning signs around the building until the broken asbestos can be cleaned up, disposed of, and the site decontaminated by a licensed person. Or a licensed person can be engaged immediately to do the job.

### **Private Swimming Pools and Spas**

In November 2011 the Shire commenced swimming pool and spa safety barrier inspections. The inspections are to check whether the barriers are compliant with Australian Standard 1926.1-1993. Only pools within the town sites of the Shire are required to be inspected.

Additional swimming pools and spas have been found recently in Corrigin and Bullaring since the inspections commenced last year. Non-complying fence/gate issues are being dealt with, with owners keen to comply.

### **Hydrotherapy Pool**

Items that were requested to be addressed by the Department of Health have now been completed. The Shire is waiting to receive the signed Certificate of Compliance and Permit to Operate from the Department of Health to operate the Group 1 Aquatic Facility.

### **Food Premises**

Routine assessments of food businesses within Corrigin have commenced once again this month.

Each food business will be invoiced for their annual fee and their registration certificates will be renewed.

Shire's EHO participated in an audit of Corrigin's abattoirs, Windmill Meats, on 13<sup>th</sup> June 2012 which was conducted by a Department of Health auditor from Perth. It was a beneficial exercise learning what the DOH look for and the paperwork that is required to be kept. The DOH will be in contact regarding further action that may need to be taken by the Shire EHO.

### **Courses**

Lauren Bosch will be attending a Food Act Enforcement course run by the Department of Health in Perth on the 19<sup>th</sup> and 20<sup>th</sup> June 2012.

### **STATUTORY ENVIRONMENT**

Various

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Expenditure in the 2012/2013 budget, with an effect on the next four Council budgets.

#### **STRATEGIC IMPLICATIONS**

Strategic Priority 8 – Provide the community with appropriate infrastructure that meets community expectations.

#### **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Considers expenditure for an audit of the waste water reuse scheme by a specialist in the field, in the 2012/2013 budget deliberations*
- 2. Considers expenditure for new ablution and campers kitchen facilities at the Caravan Park, in the 2012/2013 budget deliberations*
- 3. Engages a licensed asbestos removalist to remove and de-contaminate the Walden Park asbestos containing building as soon as possible, or erect a fence with applicable warning signs around the building in an effort to keep people away from danger at Walden Park, until the asbestos can be removed.*

#### **COUNCIL RESOLUTION**

**(7982) Moved Crs – Downing and Hickey**

*That Council:*

- 1. Considers expenditure for an audit of the waste water reuse scheme by a specialist in the field, in the 2012/2013 budget deliberations*
- 2. Considers expenditure for new ablution and campers kitchen facilities at the Caravan Park, in the 2012/2013 budget deliberations*
- 3. Engages a licensed asbestos removalist to remove and de-contaminate the Walden Park asbestos containing building as soon as possible, or erect a fence with applicable warning signs around the building in an effort to keep people away from danger at Walden Park, until the asbestos can be removed.*

*Carried 7/0*

*Cr Bolt, Cr Hickey, Cr Weguelin, Cr Talbot, Cr Johnson & Cr Downing declared an interest in the item and left the meeting at 4.42pm.*

**10.2.3 APPLICATION FOR EXPLORATION LICENCE – NO'S. 70/4356, 70/4357, 70/4358 & 70/4359**

Applicant: Greenstone Metals Ltd Location: Corrigin, Babakin, Corrigin East & Gorge Rock Date: 14 June 2012 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: ED 0002
---

**BACKGROUND**

Council has received notice of an application for an exploration license from Greenstone Metals Ltd for mining exploration licenses over land in Corrigin, Babakin, Corrigin East & Gorge Rock in the Shire of Corrigin. Greenstone Metals Ltd intends to carry out exploration activities for gold resources.

The land subject to the applications is a combination of privately owned land and reserves, and one application includes the Corrigin townsite. A copy of the application is attached.

Council may lodge an objection to the application with the Mining Registrar within 21 days of service.

**COMMENT**

Council must have good grounds to raise an objection to the applications. There are no apparent reasons as to why Council would wish to raise an objection to the application No's 70/4357, 70/4358 & 70/4359.

Application No. 70/4356 covers an area including the Corrigin townsite. Concern may be raised about the possible disruption to the existing urban uses within and adjacent to the Corrigin townsite, and any planned use of land within the vicinity of the townsite.

The CEO has sought an explanation from the agent acting for Greenstone Metals in relation to the proposed activities in the Corrigin townsite and has been advised that it will be a condition of the license that no exploration will be conducted within the townsite.

The Mining Act requires that before issuing a license in a townsite that the Minister must seek the view of the local government. This may be the best point in the process for Council to raise any objection without the expense of lodging a formal objection with the Mining Registrar. The license would otherwise be issued with a condition prohibiting exploration in the townsite.

The CEO has sought preliminary advice from a solicitor in lodging an objection to the proposed exploration license over the Corrigin townsite. The preliminary advice suggested that exploration activities would be unlikely to cause significant disruption to the town and that should a mining license be applied for in the future that this would be an appropriate time to lodge a formal legal objection.

**STATUTORY ENVIRONMENT**

Mining Act 1978

**POLICY IMPLICATIONS**

Council does not have a policy on this matter

**FINANCIAL IMPLICATIONS**

Income from rates on mining tenements

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council raises no objections with the Mining Registrar to the Application for Exploration License No's. 70/4356, 70/4357, 70/4358 & 70/4359 by Greenstone Metals Ltd and seeks an undertaking from the proponent that no exploration activity will take place within the Corrigin townsite.*

*The item lapsed due to the lack of a quorum.*

*Cr Bolt, Cr Hickey, Cr Weguelin, Cr Talbot, Cr Johnson & Cr Downing returned to the meeting at 4.44pm.*

### 10.3 Works & General Purpose Reports

#### 10.3.1 BROOKTON – CORRIGIN ROAD REALIGNMENT

Applicant: Main Roads WA Location: Bulyee Date: 11 June 2012 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: GR0049
---

#### **BACKGROUND**

Main Roads WA are undertaking realignment works on the Brookton – Corrigin Road near Bulyee. In order for the new road alignment to proceed a portion of surrounding land needs to be taken and included in the road reserve. A copy of the proposed new road alignment is attached for Council's information.

To enable the additional land to be dedicated as a road reserve it is a requirement of the Land Administration Act that the local Council concur with the dedication action.

Main Roads WA will indemnify Council against all costs and charges that relate to the dedication action.

#### **COMMENT**

The new road alignment will result in a safer more gradual curve near the Bulyee Road intersection. Whilst the new alignment will add approximately 1.5km to the access to the Bulyee settlement, the improved safety of the new alignment outweighs an additional travel time.

Council will be upgrading the Bulyee Road in the next two years to connect with the realigned Brookton – Corrigin Road providing improved access to the Bulyee grain receival point.

#### **STATUTORY ENVIRONMENT**

Land Administration Act 1997

#### **POLICY IMPLICATIONS**

Council does not have a policy 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 RECOMENDATION**

*That Council concurs to the dedication of the land, the subject of Main Roads Drawings 1260-128, 1260-129, 1260-130 (Brookton –Corrigin Road, Bulyee section), as a road under section 56 of the Land Administration Act 1997.*

**COUNCIL RESOLUTION**

(7983) Moved Crs – Talbot and Johnson

*That Council concurs to the dedication of the land, the subject of Main Roads Drawings 1260-128, 1260-129, 1260-130 (Brookton –Corrigin Road, Bulyee section), as a road under section 56 of the Land Administration Act 1997.*

*Carried 7/0*



### 10.3.2 CAPITAL ROADWORKS PROGRAM

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 14 June 2012 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: ROA 0022
--

#### **BACKGROUND**

Council programs capital roadworks to the value of approximately \$850,000 each year.

The programming of roadworks is undertaken during the budget process. Attached is a draft six year Capital Roadworks Program for the period 2012/13 to 2017/18.

As part of the process, Council generally undertakes a physical inspection of the roads where works are programmed for the following year.

#### **COMMENT**

The program is in draft form and is presented as a guide to Council at this early stage of planning. The plan also includes the grain route capital roadworks.

It is intended that Council will review the program as well as carry out a road inspection before the program is fully costed and presented to Council for adoption as part of the 2012/13 budget.

#### **STATUTORY ENVIRONMENT**

There are no statutory implications in relation to this item.

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Projected expenditure for capital roadworks for the next six years.

#### **STRATEGIC IMPLICATIONS**

Planning for capital roadworks for the next six years.

#### **VOTING REQUIREMENT**

Majority

#### **OFFICER'S RECOMMENDATION**

*That Council review the Draft six (6) Year Capital Roadworks Program 2012/13 – 2017/18 and carry out a road inspection on a date convenient to the majority of Councillors.*

**COUNCIL RESOLUTION**

**(7984) Moved Crs – Johnson and Bolt**

*That Council review the Draft six (6) Year Capital Roadworks Program 2012/13 – 2017/18  
and carry out a road inspection on a date convenient to the majority of Councillors.*

*Carried 7/0*

### 10.3.3 PLANT PURCHASES

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 14 June 2012 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: PES0012
---

#### BACKGROUND

Council has made allowances in the 2011/12 Budget for the following plant purchases:

- Tipper Truck
- Motor Grader
- Bus
- Tractor

Council has also made allowance for the sale of the following plant which is subject to a separate tender:

- Tipper Truck
- Motor Grader
- Bus
- Tractor

No tenders for the purchase of plant offered for sale were received.

Quotations for plant purchases were obtained in accordance with the WA Local Government Association Preferred Supplier Agreements including the trade in prices for the sale of plant.

Members of the Works and General Purpose Committee and Staff undertook inspections of new plant offered for sale by suppliers. A summary of quotations received is provided as a separate attachment.

#### COMMENT

Based on the Committee's evaluation, the following quotations represented the most advantageous offer to the Shire of Corrigin and are therefore recommended as the preferred suppliers:

Item	Supplier	New	Trade	Change	Ex GST
Hino 8t Tipper Truck	WA Hino	127,000	12,000	115,000	104,545
Mitsubishi Rosa Bus	Daimler Trucks	124,311	48,950	75,361	68,510
Cat 12M Motor Grader	Westrac	385,000	68,200	316,800	288,000
John Deere 5100M Tractor	Ag Implements Narembeen	127,000	12,000	115,000	104,545

#### STATUTORY ENVIRONMENT

Local Government Act 1995

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Plant purchases in accordance with budget provisions.

**STRATEGIC IMPLICATIONS**

There are no direct strategic implications in relation to this item

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council endorses the following plant purchases in accordance with the 2011/12 Budget including the trade in of Council equipment:*

<i>Item</i>	<i>Supplier</i>	<i>New</i>	<i>Trade</i>	<i>Change</i>	<i>Ex GST</i>
<i>Hino 8t Tipper Truck</i>	<i>WA Hino</i>	<i>127,000</i>	<i>12,000</i>	<i>115,000</i>	<i>104,545</i>
<i>Mitsubishi Rosa Bus</i>	<i>Daimler Trucks</i>	<i>124,311</i>	<i>48,950</i>	<i>75,361</i>	<i>68,510</i>
<i>Cat 12M Motor Grader</i>	<i>Westrac</i>	<i>385,000</i>	<i>68,200</i>	<i>316,800</i>	<i>288,000</i>
<i>John Deere 5100M Tractor</i>	<i>Ag Implements Narembeen</i>	<i>78,100</i>	<i>27,500</i>	<i>50,600</i>	<i>46000</i>

**COUNCIL RESOLUTION**

(7985) Moved Crs – Johnson and Hickey

*That Council endorses the following plant purchases in accordance with the 2011/12 Budget including the trade in of Council equipment:*

<i>Item</i>	<i>Supplier</i>	<i>New</i>	<i>Trade</i>	<i>Change</i>	<i>Ex GST</i>
<i>Hino 8t Tipper Truck</i>	<i>WA Hino</i>	<i>127,000</i>	<i>12,000</i>	<i>115,000</i>	<i>104,545</i>
<i>Mitsubishi Rosa Bus</i>	<i>Daimler Trucks</i>	<i>124,311</i>	<i>48,950</i>	<i>75,361</i>	<i>68,510</i>
<i>Cat 12M Motor Grader</i>	<i>Westrac</i>	<i>385,000</i>	<i>68,200</i>	<i>316,800</i>	<i>288,000</i>
<i>John Deere 5100M Tractor</i>	<i>Ag Implements Narembeen</i>	<i>78,100</i>	<i>27,500</i>	<i>50,600</i>	<i>46000</i>

*Carried 7/0*

**11 NOTICE OF MOTIONS –**

**12 NOTICE OF MOTIONS – NEXT MEETING -**

**13 CHIEF EXECUTIVE OFFICERS REPORT**

Staff

The CEO advised that the meat inspector had advised of his intention to retire in October 2012.

Amanda Crombie has resigned as Customer Service Officer and Rebecca Egerton-Warburton has been appointed to take her place.

Manager Environmental Health and Building Services Frank Buise left on Friday 15 June.

Construction Projects

The new Staff house is almost complete. Final electrical connection and landscaping is all that is left to finish the project.

The Indoor Heated Swimming Pool certificates to operate have been issued by the Health Department. The heat pump has been rebuilt by the manufacturer and is due to be reinstalled later next week. The pool should be open to the public in the first week in July.

The structural engineers report for the Medical Centre is expected soon. Once all plans have been completed, tenders will be advertised for the Medical Centre extensions.

**14 PRESIDENTS REPORT**

The Shire President advised that she recently attended a Stevenson Trust meeting where two educational scholarships were given to local students.

The President also attended the launch of the RoeROC mobile Glass Crusher in Corrigin, the first of its type in WA.

**15 COUNCILLORS REPORTS**

There were no Councillors reports.

**16 URGENT BUSINESS**

There was no urgent business.

**17 INFORMATION BULLETIN**

There were no matters arising from the information bulletin

## **18 WALGA & CENTRAL ZONE MOTIONS**

### **18.1 St John Ambulance Volunteers – Hospital Patient Transfers**

A change in policy by the WA Country Health Service (WACHS) has seen an increase in the number of hospital patient transfers undertaken by St John Ambulance volunteers in Wheatbelt Communities.

In circumstances where a patient presents to a hospital and is deemed to be suffering from an acute condition and no doctor is available, the patient is required to be transferred to a hospital where an on-call doctor is available. Transfers are generally undertaken by St John Ambulance using local volunteers.

For the Corrigin Hospital where this circumstance occurs, patients are generally transferred to Narrogin Hospital for treatment. A transfer from the Corrigin Hospital to the Narrogin Hospital takes a minimum of four hours. There are occasions where patients that may possibly travel using personal transport are being transported by St John Ambulance volunteers. These have included patients with minor conditions, patients needing to stay in hospital over a weekend or patients requiring x-rays.

St John Ambulance in country communities is staffed by a dedicated group of volunteers however the increasing demand for hospital patient transfers is taking its toll and there are an increasing number of occasions that local volunteers have not been able to fulfil the request to transfer.

On some weekends volunteers are deciding to leave town as this is the only way they feel that they can get a weekend off. Some employers are complaining about the amount of time that workers are away due to non-urgent patient transfers and are requesting the staff do not attend calls as a St John Ambulance volunteer unless it is an emergency.

These circumstances are leading to an increased level of stress amongst St John Ambulance volunteers and if it continues is likely to see volunteers leave St John Ambulance and deter new volunteers joining up.

One of the primary roles of St John Ambulance in country communities is to provide ambulance services in emergencies. The increased demand for non-urgent hospital patient transfers has the potential to take volunteers and equipment away from the communities they service leaving no one locally to attend an emergency call out.

It appears that this situation is spread throughout the Wheatbelt and has the potential to cause a complete failure of the St John Ambulance service because of the pressure placed on volunteers. The major concern is that communities will end up with no volunteers as many are ready to resign because of the increased pressure of hospital transfers. There is also pressure from the community and the volunteers who are a dedicated group who feel that they are failing everyone.

In Corrigin in recent weeks volunteers attended seven callouts in one weekend, four of which were patient transfers to Narrogin Hospital. Local Police have raised concerns with volunteers about driver fatigue given the number of transfers made over the short period of the weekend.

Generally it is felt that the WA Country Health Service has no concept of the pressures being faced by St John Ambulance volunteers in the country and the pressures being imposed on volunteers by the increased demand for patient transfers within the hospital system.

**COUNCIL RESOLUTION**

(7986) Moved Crs – Downing and Talbot

*That the CEO prepares an agenda item for the WALGA Central Country Zone meeting to be held on 29 June 2012 proposing a motion addressing the Shire of Corrigin's concerns about St John Ambulance volunteers and their increasing role in hospital patient transfers.*

Carried 7/0

**19 MEETING CLOSURE**

There being no further business to discuss, the President thanked everyone for their attendance and closed the meeting at 5.31pm.

President

Date

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