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**17. INFORMATION BULLETIN**

**18. WALGA AND CENTRAL ZONE MOTIONS**

**19. MEETING CLOSURE**

**1. DECLARATION OF OPENING**

The Chairman Cr Lyn Baker opened the meeting at 2.58pm

**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. PUBLIC QUESTION TIME**

There were no members of the public present.

**4. OBITUARIES**

It was advised that Austin Gannaway, Shirley Hewett and Dirk Schut had passed away since the last meeting.

**5. GUEST SPEAKERS**

There was no guest speakers.

**6. DECLARATIONS OF INTEREST**

There was no declarations of interest.

**7. CONFIRMATION OF MINUTES**

*(8053) Moved Crs Weguelin and Bolt*

*That the minutes of the Ordinary Meeting of Council held on Tuesday 18 September 2012 be confirmed as a true and correct record.*

*Carried 7/0*

**8. BUSINESS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**9. MINUTES OF COMMITTEES**

**9.1. Corrigin Senior Citizens Centre**

**(8054) Moved Crs Johnson & Talbot**

***That the minutes of the Corrigin Senior Citizens Centre held on 26 September 2012 be received.***

***Carried 7/0***

## 10. MATTERS REQUIRING A COUNCIL DECISION

### 10.1. Finance and Administration Reports

#### 10.1.1. COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 October 2012
Reporting Officer:	Heather Ives, Community Resource Centre Coordinator
Disclosure of Interest:	No interest to disclose
File Number:	CMS/005/03

#### COMMENT

##### 1. SEPTEMBER 2012 Advertising:

'The Windmill' Newspaper: Corrigin CRC Community BBQ Trailer – *Now Available for Hire details*

E'News: Corrigin Movie Club – *09/10/12 reminder and movie selection*

Corrigin CRC Website: Corrigin Movie Club – *09/10/12*  
Corrigin Nature Reserve – *October 2012 Activities*  
CRC Mini Cluster Meeting in Corrigin – *Date 17/10/12 & details*  
Corrigin Phonebook – *included updated 2012-2013 Business Directory*

Corrigin CRC Facebook Page: Corrigin Nature Reserve - *October 2012 Activities*  
Corrigin Community Walk 2012  
Recreation & Events Centre - *Public Meeting Reminder*  
Community BBQ Trailer – *Corrigin Lodge photo at Ag Show*  
CDHS Radio - *Tiger FM 87.6 details*  
Beyond Gardens "Garden Wise" – *Corrigin Seminar photos*  
Harley Breen "Kingswood and I" *Show photos*  
Shire 'Random Facts' – *shared*

##### 2. SEPTEMBER 2012 Room Bookings:

Conference Room	3
Professional Office	4
Video Conference Room	0
Computer Training Room	0
Examination Supervisions	0

3. SEPTEMBER 2012 Courses / Workshops / Information Seminars / Meetings:

Beyond Gardens "Garden Wise" Seminar	46 participants
Corrigin Movie Club "Best Exotic Marigold Hotel"	13 people
Recreation & Events Centre - Public Meeting	57 people
Corrigin CRC Advisory Committee - Meeting	7 people
Advanced Personal Management – <i>Employment</i>	1 appointment
Skill Hire - <i>Employment</i>	5 appointments
Community First International - <i>Employment</i>	5 appointments
Corrigin Centenary Photo Book Group - Meeting	5 people

4. CRC General Business:

- Corrigin CRC 2012 Community Needs Survey:
  - 60 x completed Surveys received.
  - Survey results & comments recorded for future CRC planning.
- Corrigin CRC Advisory Committee: Meeting held on 25/09/2012
- Corrigin Centenary Photo Book Project:
  - Book artwork in progress
  - Corrigin Historical Photograph Archiving – CRC staff created Excel Spreadsheet for cataloging & hyperlinking to digital photo files (info currently being entered).
- CRC Work Experience:
  - Robert Taylor - completed 6 weeks 'Office Experience' at CRC on 27/09/12.
  - Aaron Fulwood- to commence Workplace Learning at CRC for Term 4 on 19/10/12.
- "Wheatbelt Native Orchids" New Brochure (Cert III in Tourism Project & Shire Area Promotion):
  - Awaiting photos & information for new brochure
- WBN Digital Economy (Joint CRC Project):  
"Innovation Capability Development Program 2012 - WA Business Online"
  - Corrigin CRC Funding Support Letter sent 18/09/2012
- Corrigin 2013 Centenary Calendar :
  - Old & new Corrigin photos sourced. Approval for photo usage currently being obtained.
  - Calendar Artwork commenced. Awaiting Centenary Event dates from Groups, for inclusion in 2013 Calendar.
  - Percentage of Calendar sales possible Corrigin CRC Fundraising opportunity for new Recreation & Events Centre donation.
- Corrigin 2013 Phonebook Cover (Centenary Edition) – ideas submitted to CRC Advisory Committee and preferred cover design selected.

5. CRC Partnership Opportunities:

- TR Homes "Community Network Partnering Programme"
  - CRC to display TR Brochure Stand plus signage.

- *Staff to act as referral point for TR Homes.*
- *Service Fee: \$500 donation for nominated community group or club.*
- *Wheatbelt NRM “Annual Community Survey” Contract*
  - *CRC staff to obtain 40 completed NRM Surveys during specified period.*
  - *Contract Sum \$500.*

**6. CRC Professional Development & Training:**

- *WACRN State Conference 2012 (4/5/6/7 Sept. 2012) Heather Ives & Pippa Davey attended*
- *CRC Mini Cluster Meeting at Corrigin CRC on 17/10/12:*
  - *“Special Project Planning & Grant Writing Training”, to be delivered by Anna Painter – CRC Regional Coordinator.*
  - *Invitations forwarded to regional CRC’s for Corrigin & Bencubbin Cluster Meetings.*
  - *Corrigin CRC managing Registrations for both Cluster Meetings dates.*
- *M/S Excel “Learn at Lunch” Training (provided by Boyup Brook CRC via Video Conference)*
  - 
  - *Emily Hewett registered to participate. Dates TBA*

**7. CRC Traineeships:**

- *‘Certificate III in Tourism Course’ (RTO - Challenger TAFE)*
  - *Course Workbooks ordered. Awaiting delivery.*

**8. CRC Grant Funding:**

- *CRC Building & Infrastructure Project: “Corrigin CRC Reception Refurbishment”*
  - *‘Urban Rural Planning’ supplied amended Floor Plan for comment.*
  - *Ben Hewett to obtain finalised Plan & cost building work.*
  - *Heather Ives to contact CRC Regional Coord. Re. Building and Infrastructure Project Funding.*
  - *Heather Ives to obtain Network Cabling quote from Merredin Telephone Services*
- *CRC Special Small Project : “CRC Trainees Day” (proposed in Corrigin June 2013)*
  - *Pippa Davey to contact CRC Regional Coordinator regarding project & funding.*

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on  
Thursday 18 October 2012

10. CORRIGIN CRC Monthly Usage: September 2012

**CUSTOMERS ACCESSING 'FEE FOR SERVICE' and SALES September 2012:**

COMPUTER ROOM	MTHLY	YTD from July 12	HIRE	MTHLY	YTD from July 12
Internet Use	50	185	Room Hire (payments)	8	17
Computer Use	6	21	Data Projector Hire	1	6
Wireless Hotspot	2	8	Laptop Hire	0	1
<b>SERVICES</b>			Folding Machine Hire	0	0
B&W Printing / Photocopies	40	142	Portable Projector Screen Hire	1	4
Colour Printing / Photocopies	15	47	Portable White Board Hire	0	0
Photo Printing	3	14	Portable Pin-Up Board Hire	0	0
Laminating	3	8	Engraver Hire	0	0
Faxing	10	33	NLIS Scanning Wand Hire	0	0
Binding	0	3	<b>SALES</b>		
Secretarial Services	12	38	Phonebook Sales	13	21
Scanning	7	21	Birds of the W/belt Book Sales	0	0
Desktop Publishing	0	0	Map Book Sales	0	0
CD / DVD Burning	2	4	Corrigin Book Sales	0	0
Computer Training (one-on-one)	0	1	Shire Polo Shirt Sales	0	0
Phone Calls	0	1	CD Sales	0	0
<b>FEES</b>			Corrigin Post Card Sales	3	9
Corrigin CRC 2012 Membership	0	0	Corrigin Wrapping Paper Sale	0	0
Corrigin Movie Club (payments)	10	24	<b>OTHER</b>		
Training Course (payments)	0	4	Folding Machine	0	0
University Exam Invigation	0	0	Yearling Book Sales	0	0
IP Video Conferencing	0	0	Bulyee / Kweda Book Sale	0	0
<i>Monthly People through :</i>	188				

**CUSTOMERS ACCESSING 'CORRIGIN CRC SERVICES' September 2012:**

SERVICE	MTHLY	YTD from July 12	SERVICE	MTHLY	YTD from July 12
Phonebook - Enquires	1	12	Department of Veterans Affairs	1	1
Centrelink - Access Point	50	159	Courses & Education Enquires	6	19
Tourism	53	128	General Enquiries (Face to Face)	92	319
Conferences/Training/Meetings	143	267	Corrigin Toy Library	2	16
Broadband for Seniors Kiosk (BFS)	24	93	Government Info. Access Point	2	7
Medicare - Claim Booth	4	10	ATO	2	6
<i>Monthly People through :</i>	503		General Enquiries (Email/Phone)	125	287

**TOTAL: 691** (paying Customers and Customer Services provided for September<sup>8</sup> 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	3048
2004-05	271	253	433	535	459	366	214	397	510	443	270	338	4489
2005-06	373	370	391	526	605	511	297	509	735	488	562	443	5810
2006-07	471	610	544	523	515	440	537	562	657	584	491	501	6435
2007-08	535	613	537	714	511	520	561	510	625	733	576	469	6904
2008-09	479	444	581	532	501	411	417	501	575	525	543	651	6160
2009-10	629	682	626	757	590	727	421	623	715	529	491	539	7329
2010-11	708	610	871	759	465	530	426	444	611	413	607	691	7135
2011-12	568	536	572	535	542	381	426	520	527	499	564	491	6161
2012-13	545	694	691										1930

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

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION**

**(8055) Moved Crs Hickey and Bolt**

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

**Carried 7/0**

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**10.1.2. ACCOUNTS FOR PAYMENT – SEPTEMBER 2012**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	9 October 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 cheque and EFT payments that have been raised for the Council meeting and also during the month of September 2012 are attached.

After payment of the following cheque 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 2012 / 2013 Annual Budget.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council endorse Cheque's 19591 to 19614 and EFT payments in the Municipal Fund, totalling \$479,272.80, EFT payments in the Trust Fund totalling \$696.25, and EFT payments in the Licensing Account totalling \$42,366.25; Total payments for September \$522,335.30.*

**COUNCIL RESOLUTION**

**(8056) Moved Crs Weguelin and Hickey**

***That Council endorse Cheque's 19591 to 19614 and EFT payments in the Municipal Fund, totalling \$479,272.80, EFT payments in the Trust Fund totalling \$696.25, and EFT payments in the Licensing Account totalling \$42,366.25; Total payments for September \$522,335.30.***

***Carried 7/0***

### 10.1.3. MONTHLY FINANCIAL REPORT – AUGUST 2012

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 October 2012
Reporting Officer:	Taryn Dayman, Deputy Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	FM0036

#### **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 September 2012, as presented, and note any material variances.*

#### **COUNCIL RESOLUTION**

**(8057) Moved Crs Hickey and Bolt**

***That Council adopts the Statement of Financial Activity for the month ending 30 September 2012, as presented, and note any material variances.***

***Carried 7/0***

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**10.1.4. NEW POLICY – LOCAL GOVERNMENT HOLIDAYS**

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	11 October 2012
Reporting Officer:	Shannon Aldworth, Payroll Officer
Disclosure of Interest:	Matters affecting Shire of Corrigin employees' conditions of employment.
File Number:	PER 001

**BACKGROUND**

Prior to the discontinuance of the Local Government Officers Award (WA) 1999, Council employees were entitled to two additional Local Government holidays on 2 January and on Easter Tuesday.

Employees of the Shire of Corrigin are now employed under the Local Government Industry Award, which commenced on 1 January 2010. The additional Local Government holidays are not included in the new Local Government Industry Award 2010.

**COMMENT**

In order for employees to retain the entitlement to additional public holidays it is recommended that Council consider adopting the following policy:

***“LOCAL GOVERNMENT HOLIDAYS***

Employees of the Shire of Corrigin shall be entitled to Western Australian Gazetted public holidays. In addition to Gazetted public holidays employees shall be entitled take paid Local Government holidays on 2 January and Easter Tuesday.

When a Local Government holiday occurs on a day on which an employee is required to work, the employee will be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The Shire of Corrigin may instead of making such additional payment, grant a day's leave for each Local Government holiday which may be taken at such time as is mutually agreed to between the Shire of Corrigin and the employee.”

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

New policy will be adopted.

**FINANCIAL IMPLICATIONS**

There are no significant financial implications in relation to this item.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council adopts the following policy:*

***"LOCAL GOVERNMENT HOLIDAYS***

Employees of the Shire of Corrigin shall be entitled to Western Australian Gazetted public holidays. In addition to Gazetted public holidays employees shall be entitled take paid Local Government holidays on 2 January and Easter Tuesday.

When a Local Government holiday occurs on a day on which an employee is required to work, the employee will be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The Shire of Corrigin may instead of making such additional payment, grant a day's leave for each Local Government holiday which may be taken at such time as is mutually agreed to between the Shire of Corrigin and the employee."

**COUNCIL RESOLUTION**

**(8058) Moved Crs Downing and Bolt**

*That Council adopts the following policy:*

***"LOCAL GOVERNMENT HOLIDAYS***

***Employees of the Shire of Corrigin shall be entitled to Western Australian Gazetted public holidays. In addition to Gazetted public holidays employees shall be entitled take paid Local Government holidays on 2 January and Easter Tuesday.***

***When a Local Government holiday occurs on a day on which an employee is required to work, the employee will be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The Shire of Corrigin may instead of making such additional payment, grant a day's leave for each Local Government holiday which may be taken at such time as is mutually agreed to between the Shire of Corrigin and the employee."***

***Carried 7/0***

**10.1.5. PARTNERSHIP AGREEMENT – TR HOMES**

Applicant:	TR Homes
Location:	Shire of Corrigin
Date:	12 October 2012
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	CS008

**BACKGROUND**

The Shire of Corrigin Community Resource Centre has been approached by TR Homes to enter into a partnership agreement. The agreement provides for TR Homes to promote their products and services through the Resource Centre.

Under the partnership agreement TR Homes require the following:

- A TR brochure stand located in the Resource Centre
- Listing the Corrigin Resource Centre on the TR Homes website as a community partner.
- Signage in agreed location on the outside of the Resource Centre building.
- Co-branded local advertising.

If the Resource Centre becomes a party to the agreement, TR homes will make an initial donation to a club or association within the Corrigin Community. For each referral from the Resource Centre that results in a sale, TR Homes will pay a fee to the Resource Centre and make a further community donation.

The proposed agreement is valid for 12 months at which time the partnership agreement will be reviewed.

**COMMENT**

The Shire of Corrigin Community Resource Centre has agreements with a number of service providers and serves as a central referral point for a variety of services within the Corrigin Community.

The proposal by TR Homes is in keeping with the types of arrangements already in place. TR Homes does not require the Resource Centre to be an exclusive agent and as such the Resource Centre is able to enter into agreements with other providers of similar products and services in required.

It is recommended that Council authorise the CEO to enter into a Community Partnership Agreement with TR Homes and that Council nominate a community organisation to receive the donation from TR Homes.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Future revenue from referrals to TR Homes in accordance with the Community Partnership Agreement.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council enter into a Community Partnership Agreement with TR Homes and nominates a community organisation to receive the donation from TR Homes in accordance with the Agreement.

**COUNCIL RESOLUTION**

**(8059) Moved Crs Talbot and Downing**

***That Council enter into a Community Partnership Agreement with TR Homes and nominates St John Ambulance as the community organisation to receive the donation from TR Homes in accordance with the Agreement.***

***Carried 7/0***

## 10.2. Health, Building and Planning Reports

### 10.2.1. EHO UPDATE

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 October 2012
Reporting Officer:	Lauren Bosch, Environmental Health Officer
Disclosure of Interest:	No interest to disclose
File Number:	Various

#### BACKGROUND

The following is to update Councillors on any issues that have occurred and work undertaken to date by Shire's Environmental Health Officer.

#### COMMENT

##### Conferences and workshops:

Council's EHO attended a number of conferences and workshops over the last month. They were as follows-

##### **2012 Waste and Recycle Conference – Perth 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> September 2012**

The conference and workshops that were attended over the 3 days were of great benefit to Council's EHO as they covered the following subjects:

- Rottnest Island landfill and recycling – Rottnest Island generates the same quantities of waste that the RoerOC Shires collectively produce. It was interesting to see their management of their landfill facility and recycling practices. They are very similar to the RoerOC group's, with additional environmental constraints as it is an A class nature reserve.
- Waste data management for local government – Every year Council's EHO fills out a Waste Census which is submitted to the Waste Authority. It records the quantities of waste and recyclables that are collected at the Shire and the cost of disposal and recycling for the Shire. It is difficult to get accurate data as some quantities are not recorded by the Shire or Avon Waste at present, especially without a weighbridge at each transfer station. This workshop gave some insight into the benefit of collecting this data and how to do so at remote sites.
- E-Waste recycling – the National Television and Recycling scheme which is currently being rolled out in WA
- Waste and recycling in remote communities and mine site/camps – the constraints and challenges of being remote and still complying with regulation, and also recycling initiatives which promote best practice in the bush
- Waste Wise Schools Program
- Reforming Landfill Practices in the Bush

##### **BurnWise Workshop – Mundaring 18<sup>th</sup> September 2012**

This workshop was to introduce the BurnWise Guide to EHO's and how it can be used for compliance purposes. It provides EHO's with tools to:

- Respond to domestic smoke nuisance complaints
- Provide information on the health impacts of wood smoke



- Undertake community education on correct wood heater operation – these tools include a wood heater demonstration trailer, brochures and information on how to run a smoke patrol program

***Environmental Health Association of Australia Conference – York 28<sup>th</sup> September 2012***

Council's EHO attended this conference as well as chaired an afternoon session of speakers. The conference covered the topics:

- Amendments to the Noise Regulations – 4 new regulations are being added and these will mainly impact the management of specific emissions such as motorsport, shooting clubs, local government essential services and major venues. Other regulations will also be amended and others made clearer.
- Quairading Waste and Recycling Facility
- Recycled Water – Water Corporation speaker
- Food Recall
- Food Biosecurity

All topics were relevant and good contacts were made during the networking sessions which will be beneficial to Council's EHO

***Environmental Health Australia, Public Events Risk Management Workshop – Perth 4<sup>th</sup> October 2012***

The workshop was extremely beneficial in solidifying the fact the Councils have a huge responsibility when it comes to public events being held in their Shires and that it is important to understand local government's statutory and discretionary services.

James Sheridan from LGIS ; Sid Brodie from Department of Health ; Greg McLennan from Department of Sporting and Recreation; and Margaret Hemsley from RiskID spoke on various topics linked to the approval of public events. There was a panel session at the end where the Race The Planet Kimberley Ultramarathon inquiry was discussed.

***Corrigin Agricultural Show***

Council's EHO inspected the food stalls at Corrigin Agricultural Show on 15<sup>th</sup> September 2012. Overall the standard of compliance was good, with the local Masonic Lodge food stall using the Community BBQ, really persevering with their food hygiene and handling compliance efforts.

The Vince Gareffa stall organisers also engaged the Shire's Environmental Health Services for advice regarding food hygiene and handling requirements.

Next year a letter from Council's EHO will be written to the food stallholders to remind them of their fire safety requirements – tested and tagged fire extinguishers and fire blanket – and electrical safety requirements – tested and tagged electrical cords – as these were the main areas where the stallholders had problems.

Next year Council's EHO will endeavour to implement a public event approval for the show in line with the *Health (Public Buildings) Regulations 1992* and associated Department of Health's Guidelines for Concerts, Events and Organised Gatherings. This will involve a Shire "Events Package" being put together, which can be used at all the RoerOC Shires for any public event.

***Water Sampling***

Water sampling will commence this month for the Corrigin War Memorial Pool. Start-up samples being submitted for analysis on 15/10/12

Indoor pool samples continue monthly. Results have been good so far.

Wastewater reuse samples continue monthly. Recent results have been good.

**Meat Inspection**

Barry Smith has been engaged by the Shire to perform meat inspection at Windmill Meats Abattoir until the end of October 2012, due to the resignation of Council's Meat Inspector, Jeff Spruce. Windmill Meats have been advised of other contacts for meat inspection services if they wish to engage an inspector remain functional during Barry Smith's absence throughout November 2012.

**STATUTORY ENVIRONMENT**

Various

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no significant financial implications in relation to this item.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council receives the Environmental Health Officer's Report.*

**COUNCIL RESOLUTION**

**(8060) Moved Crs Weguelin and Johnson**

*That Council receives the Environmental Health Officer's Report.*

***Carried 7/0***

### 10.3. Works and General Purpose Reports

#### 10.3.1. TENDER 03/2012 – BITUMEN PRODUCTS

Applicant:	Shire of Corrigin
Location:	Shire of Corrigin
Date:	10 October 2012
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	RFT 03/2012

#### COMMENT

Council has made allowance in the 2012/13 budget for bitumen road works in accordance with the road works program. A notice inviting tenders was advertised statewide on 8 September 2012 with tenders closing on 26 September 2012.

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

Location	Length (m)	Width (m)	Area (m <sup>2</sup> )	Material Cover	Seal Type	Cover Size (mm)
Lomos South Rd	4,000	7	28,000	Aggregate	Reseal	14
Rabbit Proof Fence Road	6,000	7	42,000	Aggregate	Reseal	14
Bullaring Pingelly Road	2,000	7	14,000	Aggregate	Prime	10
Lomos South Road	2,000	7	14,000	Aggregate	Prime	10
Rabbit Proof Fence Road	1,500	7	10,500	Aggregate	Prime	10

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

- a) Compliance with specifications
- b) Compliance with conditions of tendering
- c) Compliance with delivery date
- d) Compliance with and completion of price schedule

#### Qualitative Criteria

- a) Demonstrated experience to meet requirements of the specification
- b) A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.
- 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	BORAL ASPHALT	BITUTEK
1	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area => 5,000m <sup>2</sup> per visit) <b>Only if required – works not presently scheduled</b>	\$5.71	\$7.04
2	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area < 5,000m <sup>2</sup> per visit) <b>Only if required – works not presently scheduled</b>	\$9.24	\$8.36
3	Rate to apply 10mm aggregate / cutback bitumen seal (area => 5,000m <sup>2</sup> per visit)	\$4.17	\$4.40
4	Rate to apply 10mm aggregate / cutback bitumen seal (area < 5,000m <sup>2</sup> per visit) <b>Only if required – works not presently scheduled</b>	\$7.57	\$6.93
5	Rate to apply 14mm aggregate / cutback bitumen seal (area => 5,000m <sup>2</sup> per visit)	\$4.25	\$4.62
6	Rate to apply 14mm aggregate / cutback bitumen seal (area < 5,000m <sup>2</sup> per visit) <b>Only if required – works not presently scheduled</b>	\$7.83	\$7.15
	Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification	\$1.50/l	\$1.20/l
	Aggregate Source	Hanson, Red Hill	Holcim, Gosnells

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

Boral Asphalt	\$458,045
Bitutek	\$492,800

**Assessment of tenders against compliance criteria**

All tenders are deemed to have complied with the compliance criteria. All tenders 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%)	
Boral Asphalt	40	20	20	80
Bitutek	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 Boral Asphalt is the best value-for-money tender.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Tenders in accordance with Council's Purchasing Policy.

**FINANCIAL IMPLICATIONS**

Budget expenditure for bitumen road works.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the tender submitted by Boral Asphalt for Tender 03/2012 – Supply and Lay of Bitumen Products(including Aggregate) for the 2012/13 Road Works Program as per the schedule of prices submitted.*

**COUNCIL RESOLUTION**

**(8061) Moved Crs Johnson and Hickey**

***That Council accepts the tender submitted by Boral Asphalt for Tender 03/2012 – Supply and Lay of Bitumen Products(including Aggregate) for the 2012/13 Road Works Program as per the schedule of prices submitted.***

***Carried 7/0***

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**10.3.2. APPOINTMENT OF DUAL FIRE CONTROL OFFICER – SHIRE OF KONDININ**

Applicant:	Shire of Kondinin
Location:	Shire of Corrigin/Shire of Kondinin
Date:	11 October 2012
Reporting Officer:	Julian Murphy, Chief Executive 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 Officer with the Shire of Corrigin.

**COMMENT**

It is recommended that Council appoints Phillip Browning as a Fire Control Officer.

**STATUTORY ENVIRONMENT**

Bush Fires Act 1954

**POLICY IMPLICATIONS**

Policy 5.1.6 – Fire Control Officers - Appointment

**STRATEGIC IMPLICATIONS**

Administration of the Bush Fires Act with neighbouring Local Governments.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council appoints Phillip Browning as a dual Fire Control Officer for the Shire of Kondinin and the Shire of Corrigin.

**COUNCIL RESOLUTION**

**(8062) Moved Crs Hickey and Downing**

***That Council appoints Phillip Browning as a dual Fire Control Officer for the Shire of Kondinin and the Shire of Corrigin.***

*Carried 7/0*

## **11. NOTICE OF MOTIONS**

There was no notice of motions.

## **12. NOTICE OF MOTIONS FOR THE NEXT MEETING**

There was no notice of motions for the next meeting.

## **13. CHIEF EXECUTIVE OFFICER'S REPORT**

### Corrigin Speedway

The CEO advised that State Lands approval for the lease agreement has been received. Woodhouse Legal are preparing final lease to be signed by the Shire and Australian Speedway Drivers & Riders Association Inc. The CEO advised that the Asbestos at the site has been removed and the site is ready for handover once the lease has been signed.

### Corrigin Rubbish Tip

The CEO advised that he met with a representative from DEC at Corrigin and Bullaring Waste sites. The DEC is generally happy with the work carried out to date. More work is required at the Corrigin site, including the liquid waste pit to be tidied up as well as a designated Asbestos pit.

### Swimming Pool

The CEO advised that the conversion of the chlorine treatment system at the Corrigin Pool from a gas system to a liquid Chlorine system has been completed. New perimeter fencing was also being installed.

### Roadworks

The CEO had a meeting with Grain Freight Group and Main Roads and looked at proposed schedule. Main Roads are very happy with Corrigin's progress and standard of workmanship to date.

### Dilling Railway Road

The CEO advised that approval for road name for the proposed road extension has been received. A land surveyor has been completed which will enable a deposited plan to be submitted to Landgate and the road dedication finalised.

## **14. PRESIDENT'S REPORT**

The Shire President advised that she had attended the following meetings in the past month:

- Community Meeting – Recreation & Events Update
- LEMC Meeting
- RRG sub group meeting
- Wheatbelt Rail retention meeting

## **15. COUNCILLORS' REPORTS**

Cr Bolt advised that Brad Custworth was the new Chairman for the Central Ag Care. At a recent meeting they questioned if they would be able to get a discount on their rates. The CEO advised that a request for a rates discount would need to be made in writing for consideration by Council.

Concerns were raised with the truck movements from Ainsworth. CEO has addressed issue with CBH. Trucks should be travelling on the designated and approved route. Trucks seen taking alternative routes should be reported to CBH.

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**16. URGENT BUSINESS**

**COUNCIL RESOLUTION**

**(8063) Moved Cr Bolt and Johnson**

***That Council considers the Central & Eastern Wheatbelt Be-Active Coordinators Scheme item as a matter of urgent business.***

***Carried 7/0***

**16.1. CENTRAL & EASTERN WHEATBELT BE-ACTIVE COORDINATORS SCHEME**

Applicant:	Shire of Bruce Rock
Location:	Central Wheatbelt Region
Date:	18 October 2012
Reporting Officer:	Julian Murphy, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	RCS0021

**BACKGROUND**

Correspondence has been received from the Shire of Bruce Rock inviting the Shire of Corrigin to join the Central & Eastern Wheatbelt Be-Active Coordinators Scheme (CEWBACS). Current members of the Scheme include the Shires of Bruce Rock, Kellerberrin, Tammin and Yilgarn.

The Scheme primarily is established to deliver the Be-Active message to school students, indigenous youth, seniors and community members who participate in less than the recommended levels of physical activity. The Scheme also provides support to teachers, sporting associations and clubs, volunteers and spectators involved in the Be-Active Scheme programs.

Membership of the CEWBACS is approximately \$13,770 per year however the Scheme has invited the Shire of Corrigin to participate for the remainder of the current financial year for a pro-rata contribution of \$7,666.

**COMMENT**

The Shire of Corrigin was previously part of the Roe Be-Active Coordinators Scheme until the Scheme was wound-up several years ago because a number of members of the scheme pulled out. Since that time residents, schools and sporting clubs in the Shire of Corrigin have not had access to the same level of services provided by the Be-Active Scheme and a recreational activity support officer.

Since the finish of the Roe Be-Active Coordinators Scheme, Council has set aside an annual allocation of funds within the budget to take advantage of any opportunity to join a new Scheme. It is recommended that Council consider joining the Central & Eastern Wheatbelt Be-Active Coordinators Scheme using the funds set aside for recreational programs in the Council Budget.

**STATUTORY ENVIRONMENT**

Local Government Act

**POLICY IMPLICATIONS**

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



**FINANCIAL IMPLICATIONS**

Budget expenditure for recreation activities.

**STRATEGIC IMPLICATIONS**

Shire of Corrigin Strategic Plan – Strategic Priority One: To provide a range of quality cultural, recreational and sporting facilities and services to meet the needs of the community.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council joins the Central & Eastern Wheatbelt Be Active Coordinators Scheme and enters into a Memorandum of Understanding to participate in the scheme until June 2015.*

**COUNCIL RESOLUTION**

**(8064) Moved Crs Weguelin and Hickey**

***That Council joins the Central & Eastern Wheatbelt Be Active Coordinators Scheme and enters into a Memorandum of Understanding to participate in the scheme until June 2015.***

***Carried 7/0***

**17. INFORMATION BULLETIN**

There were no matters from the Information Bulletin.

**18. WALGA AND CENTRAL ZONE MOTIONS**

There were no WALGA or Central Zone Matters

**19. MEETING CLOSURE**

There being no further business to discuss, the President thanked everyone for their attendance and closed the meeting at 4.32pm.