

- 1** **DECLARATION OF OPENING**

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

- 3** **PUBLIC QUESTION TIME**

- 4** **OBITUARIES**

- 5** **GUEST SPEAKERS**

- 6** **DECLARATIONS OF INTEREST**

- 7** **CONFIRMATION OF MINUTES**

- 8** **BUSINESS ARISING FROM THE MINUTES**

- 9** **MINUTES OF COMMITTEES**

- 9.1** **CORRIGIN SENIOR CITIZENS COMMITTEE**
- 9.2** **CORRIGIN TIDY TOWNS COMMITTEE**

- 10** **MATTERS REQUIRING A COUNCIL DECISION**

- 10.1** **FINANCE & ADMINISTRATION REPORTS**
- 10.1.1 COMMUNITY RESOURCE CENTRE
- 10.1.2 ACCOUNTS FOR PAYMENT – AUGUST 2010
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- 10.2** **HEALTH BUILDING & PLANNING REPORTS**
- 10.2.1 MEHBS - INFORMATION UPDATE
- 10.3** **WORKS & GENERAL PURPOSE REPORTS**

- 11** **NOTICE OF MOTIONS**

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

- 13** **CHIEF EXECUTIVE OFFICERS REPORT**

- 14** **PRESIDENTS REPORT**

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- 15 **COUNCILLORS REPORTS**

- 16 **URGENT BUSINESS**

- 17 **INFORMATION BULLETIN**

- 18 **WALGA & CENTRAL ZONE MOTIONS**

- 19 **MEETING CLOSURE**

1 DECLARATION OF OPENING

The Chairman Cr Lyn Baker opened the meeting at 3.00pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President	L Baker
Deputy President	G E Downing
	D B Bolt
	G C Bushell
	D L Hickey
	G A Johnson
	M D Szczecinski
	J Bowles
Chief Executive Officer	J Murphy
Deputy Chief Executive Officer	T L Dayman
Acting Environmental Health Officer	B G Smith (4.02pm)
Executive Support Officer	A M Stone
Administration Assistant	T Ludlow

APOLOGIES N D Talbot

3 PUBLIC QUESTION TIME

There were no members of the public present.

4 OBITUARIES

It was advised that Alfred (Bill) Perry, Adriana Gianatti and Pat Bonser had passed away.

5 GUEST SPEAKERS

6 DECLARATIONS OF INTEREST

7 CONFIRMATION OF MINUTES

(0000) Moved Crs – Szczecinski and Bushell

That the minutes of the ordinary meeting held on 17 August 2010, be confirmed as a true and correct record.

Carried 8/0

8 BUSINESS ARISING FROM THE MINUTES

Cr Bolt Spoke the President not the CEO of the Northam Shire (Councillors Reports)

9 MINUTES OF COMMITTEES

9.1 Corrigin Senior Citizens Committee

(0000) Moved Crs - Johnson and Hickey

That the minutes from the Corrigin Senior Citizens Committee meeting held on 25 August 2010, be received.

Carried 8/0

9.2 Corrigin Tidy Towns Committee

(0000) Moved Crs – Bolt and Hickey

That the minutes from the Corrigin Tidy Towns Committee meeting held on 16 August 2010, be received.

Carried 8/0

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: 21 September 2010
Reporting Officer: Heather Ives, Community Resource Centre Coordinator
Disclosure of Interest: No interest to disclose
File Number: CMS/005/03

COMMENT

1. AUG 2010 Advertising:

- Old Computers for Sale x 8 - \$250 each

AUG 2010 Email Advertising:

- Corrigin Movie Club – *September date reminder & movie selection*

2.

AUG 2010 ROOM BOOKINGS	
Conference Room	5
Professional Office	3
Video Conference Room	1
Computer Training Room	0
Exam Supervisions	0

3. AUG 2010 Courses / Workshops / Training / Information Seminars:

Farm Business Drought Reform Seminar - 24 participants

Corrigin Movie Club (Aug) - 8 people

Corrigin Camera Club - 9 people

'Skill Hire' Employment Agency - 6 appointments

'Community First' Employment Agency - 5 appointments

'Advanced Personnel Management' Employment - 1 appointment

4. 'Better Connections' Project (12 month pilot programme Jan – Dec 2010):

- Corrigin Community Resource Centre named a finalist in the WACRN Awards 2010 – *Group Category: Network Collaboration - for involvement in the Better Connections Project*
- Completed compilation of new 'Groups and Clubs Directory' (*aim to better inform newcomers and existing residents about opportunities for group involvement*).
- Continued to update local clubs about funding opportunities

5. General Business:

Heather Ives attended WACRN State Conference on 1 - 3 Sept.

6. Contracts

18/8/10 received new CRC FAA 2010/2011 Contract: \$50,000 Operational Support + additional funding for Governance \$10,000, Fixtures & Fittings \$5,000 & Training & Development \$5,000. - *awaiting CEO to sign off.*

7. Resource Centre Monthly Usage: August 2010

CUSTOMERS ACCESSING FEE FOR SERVICE & SALES			
COMPUTER ROOM		HIRE	
Internet Use	148	Room Hire Payments	4
Computer Use	1	Data Projector Hire	1
Wireless Hotspot	-	Laptop Hire	-
SERVICES		Folding Machine Hire	-
B&W Printing / Photocopies	27	Portable Projector Screen Hire	1
Colour Printing / Photocopies	5	White Boards	-
Photo Printing	1	Portable Pin-Up Board	-
Laminating	1	Engraver	-
Faxing	13	NLIS Wand	-
Binding	3	SALES	
Secretarial Services	7	Phonebook Sales	9
Scanning	-	Bird Book Sales	2
Desktop Publishing	-	Map Book Sales	-
Westlink Broadcast (View / Record)	-	Corrigin Book Sales	1
Computer Training (one-on-one)	-	Shire of Corrigin Polo Shirt Sales	-
CD Burning	1	CD Sales	-
FEES		Corrigin Post Card Sales	3
Resource Centre 2010 Membership	-	Corrigin Wrapping Paper Sales	-
Corrigin Movie Club	4		
Courses	-	Bilbarin Book Sale	1
OTHER		OTHER	
Old Computer Sales	3		
<i>Monthly People through the Door : 234</i>			
CUSTOMERS ACCESSING RESOURCE CENTRE SERVICES			
Phonebook - Enquiries	3	Dept. of Veterans' Affairs	-
Centrelink	56	Course & Educational Enquires	5
Tourism	40	General Enquiries	117
Conferences/Training/Meetings	100	Corrigin Toy Library	25
Broadband for Seniors (BBS)	21	Westlink Broadcast (Viewing)	-
Exam Supervisions	-	ATO	4
Medicare	5		
<i>Monthly People through the Door : 376</i>			

TOTAL: 610 (*Paying Customers and Customer Services provided*)

Paying Customers and Customer Services Yearly Comparison

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YEAR TOTAL
2009- 2010	629	682	626	757	590	727	421	623	715	529	491	539	7,329
2010- 2011	708	610											

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION

(0000) Moved Crs – Bowles and Szczecinski

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

Carried 8/0

10.1.2 ACCOUNTS FOR PAYMENT – AUGUST 2010

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 14 September 2010 Reporting Officer: Karen Dickinson 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 August 2010 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 2010/2011 Annual Budget.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse vouchers 19223 to 19237, and EFT Payments in the Municipal Fund, totalling \$471,883.68, Cheques 3242 to 3245 and EFT Payments in the Trust fund totalling \$5,522.10, EFT Payments in the Licensing account totaling \$46,999.70, Cheques 32 to 35 in the Edna Stevenson Trust account totaling \$6,105.00.

COUNCIL RESOLUTION

(0000) Moved Crs – Bolt and Hickey

That Council endorse vouchers 19223 to 19237, and EFT Payments in the Municipal Fund, totalling \$471,883.68, Cheques 3242 to 3245 and EFT Payments in the Trust fund

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***totalling \$5,522.10, EFT Payments in the Licensing account totaling \$46,999.70, Cheques
32 to 35 in the Edna Stevenson Trust account totaling \$6,105.00.***

Carried 8/0

10.1.3 MONTHLY FINANCIAL REPORT - AUGUST

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 16 September 2010 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 August 2010, as presented, and note any material variances.

COUNCIL RESOLUTION

(0000) Moved Crs – Johnson and Hickey

That Council adopts the Statement of Financial Activity for the month ending 31 August 2010, as presented, and note any material variances.

Carried 8/0

10.1.4 TENDER 03/2010 – BITUMEN PRODUCTS

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 15 September 2010
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: Tender 05/2009

BACKGROUND

Council has made allowance in the 2010/11 budget for bitumen road works in accordance with the road works program. A notice inviting tenders was advertised statewide on 14 August 2010 with tenders closing on 8 September 2010.

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

Location	Length (m)	Width (m)	Area (m ²)	Material Cover	Seal Type	Cover Size (mm) 1 st Coat	Cover Size (mm) 2 nd Coat
Rabbit Proof Fence Road	2,000	7	14,000	Aggregate	Reseal	14	N/A
Rabbit Proof Fence Road	3,000	7	21,000	Aggregate	Primer	10	N/A
Corrigin Airstrip Road	400	6	2,600	Aggregate	Primer	10	N/A

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

Compliance Criteria

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

Qualitative Criteria

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

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Tenders were received as follows:

Item No	Description	Tendered Rate \$/m ²			
		RnR Contracting	Fulton Hogan	Boral Asphalt	Bitumen Surfacing
1	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area => 5,000m ² per visit) Only if required – works not presently scheduled	5.15	5.97	6.99	5.50
2	Rate to apply two coat primer seal 10mm & 7mm aggregate / cutback bitumen seal (area < 5,000m ² per visit) Only if required – works not presently scheduled	6.85	8.48	14.03	6.50
3	Rate to apply 10mm aggregate / cutback bitumen seal (area => 5,000m ² per visit)	3.25	3.80	3.83	3.65
4	Rate to apply 10mm aggregate / cutback bitumen seal (area < 5,000m ² per visit)	5.95	8.69	12.93	5.75
5	Rate to apply 14mm aggregate / cutback bitumen seal (area => 5,000m ² per visit)	3.95	4.77	4.68	3.75
6	Rate to apply 14mm aggregate / cutback bitumen seal (area < 5,000m ² per visit) Only if required – works not presently scheduled	6.15	7.59	13.07	6.50
	Variation to the binder application rates in excess of 7.5% of rates detailed in item 2.1.2 of Specification	0.90	1.08	1.03	0.98
	Aggregate Source	Hansen Byford & Red Hill WA Blue Metal Byford	Hanson Red Hill WA Blue Metal Byford	Hanson Red Hill	BGC Lakes
	Fixed Price Tender	Yes	No	No	Yes

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

RnR Contracting	\$125,930
Bitumen Surfacing	\$131,450
Fulton Hogan	\$150,056
Boral Asphalt	\$144,470

Assessment of tenders against compliance criteria

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

Assessment of tenders against qualitative criteria

Tenders were scored using the following range:

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

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

Basis of recommendation

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

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Council does not have a policy in relation to this matter

FINANCIAL IMPLICATIONS

Budgeted expenditure for bitumen road works

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the tender submitted by RnR Contracting for Tender 03/2010 – Supply and Lay of Bitumen Products(including Aggregate) for the 2010/11 Road Works Program as per the schedule of prices submitted.

COUNCIL RESOLUTION

(0000) Moved Crs – Hickey and Szczecinski

That Council accepts the tender submitted by RnR Contracting for Tender 03/2010 – Supply and Lay of Bitumen Products(including Aggregate) for the 2010/11 Road Works Program as per the schedule of prices submitted.

Carried 8/0

10.1.5 TENDER FOR THE SALE OF VEHICLE – HOLDEN COMMODORE SV6

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 15 September 2010
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number: Tender 02/2010

BACKGROUND

Council made allowance in the 2010/11 Budget for the sale of a surplus vehicle – 2009 Holden Commodore SV6 Sedan. The tender was advertised statewide with tenders closing on 27 August 2010. The vehicle was previously used by the Small Business Centre – Eastern Wheatbelt and is now surplus to requirements.

One tender was received from Mr J J Dickinson for \$20,350. The tendered price is below the budget allowance of \$22,000.

When disposing of property, a local government is required to comply with the provisions of section 3,58 of the Local Government Act 1995. The Act provides for Local Government property to be sold by public auction or tender.

The Local Government (Functions and General) Regulations (Reg. 30) allows for the sale of property other than by tender or public auction within six months of Council putting the sale of property out for public tender.

COMMENT

The tender received was below the budget price set and Council must decide whether to accept the tender from Mr Dickinson or not.

To allow for sale of the vehicle by private sale or by trade-in it is recommended that Council delegate authority to the Chief Executive Officer to accept any offers to purchase the vehicle within the six months following the close of tenders.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Section 3.58 disposing of property.

Local Government (Functions and General) Regulations – Regulation 30 Disposition of property to which section 3.58 of the Act does not apply.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Income from sale of vehicle.

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Accepts no tender for Tender 02/2010 – Sale of Vehicle; and*
- 2. Delegates authority to the Chief Executive Officer to accept offers to purchase the vehicle, received within the six months following the close of tenders.*

COUNCIL RESOLUTION

(0000) Moved Crs – Downing and Johnson

That Council:

- 1. Accepts no tender for Tender 02/2010 – Sale of Vehicle; and*
- 2. Delegates authority to the Chief Executive Officer to accept offers to purchase the vehicle, received within the six months following the close of tenders.*

Carried 8/0

10.1.6 ANNUAL REPORT

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 7 September 2010 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: FM 0040

BACKGROUND

In accordance with Section 5.53 of the Local Government Act 1995 Council is required to prepare and accept the annual report for each financial year no later than 31 December.

COMMENT

Council's appointed auditor, UHY Haines Norton, completed the final audit of Council's finances and operations in August 2010. A copy of the audit report and management report is attached.

Council is required to select a date for the Electors meeting that is no more than 56 days from acceptance of the annual report. This means that Council needs to hold the Electors meeting on or before 16 November 2010.

It is proposed that the Electors meeting be held on Wednesday 10 November 2010 commencing at 7.30pm

As well as advertising in The Windmill and Narrogin Observer, Council's audit report and financial statements will be combined in a booklet and distributed to ratepayers informing them of the date of the Electors Meeting.

STATUTORY ENVIRONMENT

Section 5.27, 5.54 & 7.12A Local Government Act 1995.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Printing and postage costs as per 2010/2011 budget allocation.

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) *Adopts the Audit Report for the 2009/10 financial year as presented;*
- 2) *Adopts the Annual Report for the year ended 30 June 2010 as presented; and*
- 3) *Holds an Electors General Meeting in the Community Resource Centre Conference Room on Wednesday 10 November 2010 commencing at 7.30pm.*

COUNCIL RESOLUTION

(0000) Moved Crs – Bolt and Bowles

That Council:

- 1) ***Adopts the Audit Report for the 2009/10 financial year as presented;***
- 2) ***Adopts the Annual Report for the year ended 30 June 2010 as presented; and***
- 3) ***Holds an Electors General Meeting in the Community Resource Centre Conference Room on Wednesday 10 November 2010 commencing at 7.30pm.***

Carried 8/0

10.1.7 AUTHORISED PERSONS

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 16 September 2010 Reporting Officer: Taryn Dayman, Deputy Chief Executive Officer Disclosure of Interest: No interest to disclose File Number:
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BACKGROUND

Council is required to appoint authorised persons to enforce the provisions of various laws and regulations.

COMMENT

The last review and appointment was conducted by Council in October 2008. There has been a number of staff changes that have occurred since this time and new appointments are required.

STATUTORY ENVIRONMENT

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);
Local Government Act 1995, Part 3 – Executive Functions of Local Government and Part 9
Miscellaneous Provisions;
Caravan and Camping Grounds Act 1995;
Dog Act 1976 and Regulations;
Bush Fires Act 1954 and Regulations;
Litter Act 1979 and Regulations;
Control of Vehicles (Off Road Areas) Act 1978 and Regulations;
Shire of Corrigin Local Laws

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The cost of advertising in the Government Gazette

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoints the following persons:

*Julian Murphy;
Taryn Dayman;
Greg Tomlinson;*

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Frank Buise
Frank Dickinson;
Craig Fulwood;
Alan Johns;
Peter Kirkwood;
Ben Hewett;
Terry Barron;
Barrie Schulze
Alan Jones;
Brian Marwood;
John Mckenzie;
David Pratt;
John Reynolds;
Stanley White;
Kelly Robinson;
Raymond Vernon;
Damon Johns;
Jeffrey Spruce;
Steve Moir;
Hidi Wallace;
And
George Ward;

as authorised persons in accordance with the following acts;

*Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);
Local Government Act 1995, Part 3 – Executive Functions of Local Government and Part 9
Miscellaneous Provisions;
Caravan and Camping Grounds Act 1995;
Dog Act 1976 and Regulations;
Bush Fires Act 1954 and Regulations;
Litter Act 1979 and Regulations;
Control of Vehicles (Off Road Areas) Act 1978 and Regulations;
Shire of Corrigin Local Laws*

*Appoint the following persons as registration officers in accordance with the Dog Act 1976 and
Regulations;*

*Julian Murphy;
Taryn Dayman;
Heather Talbot;
Anita Stone;
Shannon Aldworth;
Karen Wilkinson;
Karen Dickinson;
Tanya Ludlow*

And cancels all previous authorizations.

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COUNCIL RESOLUTION

(0000) Moved Crs – Bowles and Bolt

That Council appoint the following persons:

Julian Murphy;
Taryn Dayman;
Greg Tomlinson;
Frank Buise
Frank Dickinson;
Craig Fulwood;
Peter Kirkwood;
Ben Hewett;
Terry Barron;
Barrie Schulze
Alan Johns;
Brian Marwood;
John Mckenzie;
David Pratt;
John Reynolds;
Stanley White;
Kelly Robinson;
Raymond Vernon;
Damon Johns;
Jeffrey Spruce;
Steve Moir;
Hidi Wallace;
James Price;
And
George Ward;

as authorised persons in accordance with the following acts;

Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);

Local Government Act 1995, Part 3 – Executive Functions of Local Government and Part 9 Miscellaneous Provisions;

Caravan and Camping Grounds Act 1995;

Dog Act 1976 and Regulations;

Bush Fires Act 1954 and Regulations;

Litter Act 1979 and Regulations;

Control of Vehicles (Off Road Areas) Act 1978 and Regulations;

Shire of Corrigin Local Laws

Appoint the following persons as registration officers in accordance with the Dog Act 1976 and Regulations;

Julian Murphy;
Taryn Dayman;
Heather Talbot;
Anita Stone;

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Shannon Aldworth;
Karen Wilkinson;
Karen Dickinson;
Tanya Ludlow

And cancels all previous authorizations.

Carried 8/0

10.1.8 POLICY MANUAL

Applicant: Shire of Corrigin Location: Shire of Corrigin Date: 16 September 2010 Reporting Officer: Julian Murphy, Chief Executive Officer Disclosure of Interest: No interest to disclose File Number: Policy Manual
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BACKGROUND

Council's Policy Manual was last reviewed in November 2009. The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

Over the past twelve months the Policy Manual has been updated to reflect new policies and changes to existing policies. The following policies have been adopted or amended during the past year:

- Investment Policy
- Land Under Roads Policy
- Code of Conduct

A copy of the policy manual (including proposed changes) has been provided as a separate attachment.

COMMENT

It is recommended that the policy manual be reviewed by Council and amended as required.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Review of Council Policy Manual

FINANCIAL IMPLICATIONS

There are no direct financial implications to Council.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopts the policies contained within the Policy Manual as proposed/amended. .

COUNCIL RESOLUTION

(0000) Moved Crs – Bowles and Johnson

That Council adopts the policies contained within the Policy Manual as amended.

Carried 8/0

10.1.9 REVIEW OF WARDS AND REPRESENTATION

Applicant: Shire of Corrigin
Location: Shire of Corrigin
Date: 20 September 2010
Reporting Officer: Julian Murphy, Chief Executive Officer
Disclosure of Interest: No interest to disclose
File Number:

BACKGROUND

As part of the Local Government Reform Submission completed in August 2009, Council included a proposal to undertake a review of wards and representation with a view to reducing the number of elected members from nine to seven. Council last undertook a review of wards and representation in 2006.

A local government without wards is not required to carry out regular reviews under the provisions of Schedule 2.2 of the *Local Government Act 1995*. However, a local government without wards can undertake an assessment of the number of elected members and the no wards system to explore whether change is desirable.

Council must resolve to undertake a review of its representation. Before conducting the review, a local government is to give local public notice that a review is to be carried out. The notice must also advise that submissions may be made to the local government by a date at least 42 days from the date of the first notice.

A discussion or information paper can be prepared to outline the various options and the availability of this discussion paper can be included in the public notice.

The local government must consider all submissions it receives and record this in the minutes of its meeting along with any other community input.

It needs to be clear from the consideration of submissions, any other community input and the assessment of any other matters why an option has been chosen as the best one for the district.

If the Council proposes to maintain the status quo then reasons for this must be included in the resolution. If the Council decides to make a change, then the resolution of the Council must propose the making of orders under various sections of the Act.

Once the local government has completed its assessment, it must provide a written report about the assessment to the Local Government Advisory Board. If a local government expects changes to be in place in time for an ordinary election, it must submit its report to the Board by the end of December in the year prior to an ordinary elections day. This will allow sufficient time for any changes to be considered and processed for the beginning of the election cycle. The report must outline the process and outcome of the review and include any recommendations for change.

If the Minister accepts the Board's recommendations, there may be some time before the changes can be implemented. Changes to wards and representation are subject to an order to be signed by the Governor and then published in the *Government Gazette*. The order will include the date of implementation of changes which may be the date of gazettal or the next ordinary elections day. Local governments may indicate in their reports to the Board when they prefer any proposed changes to be implemented.

COMMENT

A discussion paper has been prepared outlining a number of options for wards and representation for the Shire of Corrigin. A copy of the proposed discussion paper is attached.

If Council resolves to undertake a review of wards and representation at this meeting then there will be sufficient time to meet the statutory advertising requirements and prepare a report to the Advisory Board by the end of December 2010.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Cost of public consultation and preparation of report to the Local Government Advisory Board within budget constraints.

STRATEGIC IMPLICATIONS

Future structure of wards and representation for the Shire of Corrigin will be determined by the review.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1. Undertakes a review of wards and representation in accordance with Schedule 2.2 of the Local Government Act 1995; and*
- 2. Adopts the discussion paper on the review of wards and representation for the purposes of public consultation.*

COUNCIL RESOLUTION

(0000) Moved Crs – Szczecinski and Bowles

That Council:

- 1. Undertakes a review of wards and representation in accordance with Schedule 2.2 of the Local Government Act 1995; and*
- 2. Adopts the discussion paper on the review of wards and representation for the purposes of public consultation.*

Carried 8/0

Mrs Stone left the meeting at 3.59pm and returned at 4.00pm.

Cr Bolt left the meeting at 4.01pm and returned with Mr Smith, the Acting MEHBS at 4.02pm.

10.2 Health Building & Planning Reports

10.2.1 MEHBS - INFORMATION UPDATE

Applicant: Shire of Corrigin
Location: Whole of Shire
Date: 10 September 2010
Reporting Officer: Barry G Smith, Acting Manager Environmental Health & Building Services
Disclosure of Interest: No Interest to Disclose
File Number: CM 0007

BACKGROUND

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

COMMENT

The following information is supplied for Council's information:

Food Premises

Several food premises within the business precinct have been inspected and generally found to be of a high standard.

Two business proprietors have been advised of their obligations with regard to "Food Labeling and Information Standards" and I am satisfied that they are taking the necessary steps to comply with these requirements.

Retaining Wall

On behalf of the Local Authority, I attended a lengthy meeting to endeavour to resolve a dispute between neighbours concerning the placement of a retaining wall.

Whilst no clear resolution was reached it has been discovered that a building application for the wall to be constructed together with engineering details have not been submitted for Council approval. Matters are in hand to have this situation rectified.

Corrigin Show

Liaison has taken place with the Show's Secretary regarding the food vendors attending this year's Show. Information pertaining to safe food handling practices has been provided to the Show Administration and to the food handlers present at the time of my visit to the grounds.

Toilet facilities have been inspected and found to be in excellent condition and good working order.

Untidy Premises

Approaches have been made in two instances regarding untidy premises and assurances have been given that remedial action shall be taken by the tenants concerned.

In one instance a letter has been forwarded to the property owner concerning some necessary repairs to a fence.

STATUTORY ENVIRONMENT

Various

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item

STRATEGIC IMPLICATIONS

There are no direct strategic implications in relation to this item

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the EHO information update.

COUNCIL RESOLUTION

(0000) Moved Crs - Johnson and Bushell

That Council receives the EHO information update.

Carried 8/0

The Acting MEHBS Mr Smith, left the meeting at 4.10pm.

10.3 Works & General Purpose Reports

There are no Works & General Purpose Reports

11 NOTICE OF MOTIONS

There were no Notices of Motions.

12 NOTICE OF MOTIONS – NEXT MEETING

There were no Notices of Motions for the next meeting.

13 CHIEF EXECUTIVE OFFICERS REPORT

Doctor

The CEO has met with Paul West (GP Network) and neighboring councils regarding options for the establishment of a new medical practice and recruitment of a doctor for Corrigin. He has also liaised with Rural Health West who will be conducting a needs assessment for the Roe region. The CEO is working on a brief to advertise for a doctor. A stock take of equipment has been completed at the surgery. The CEO has also spoken with the staff at the doctor's surgery. Some media interviews have been done with various newspapers.

14 PRESIDENTS REPORT

The President has attended the above meetings with the CEO.

Councillor Training at Kondinin

7 Councillors attended the Finance training in Kondinin.

Cr Baker left the Chair of the meeting at 4.20pm and the Deputy President, Cr Graeme Downing took the chair at 4.21pm for the remainder of the meeting.

15 COUNCILLORS REPORTS

There were no Councillors' Reports.

16 URGENT BUSINESS

There was no urgent business.

17 INFORMATION BULLETIN

There was no business arising from the Information Bulletin emails.

18 WALGA & CENTRAL ZONE MOTIONS

There is a State Council meeting on 12 October 2010 in Bunbury.

19 MEETING CLOSURE

There being no further business to discuss, the President thanked everyone for their attendance and closed the meeting at 4.22pm.

Minutes for the Ordinary Meeting of Council held in the Shire of Corrigin Council Chambers on
Tuesday 21 September 2010

President

Date
