



# **AGENDA**

FOR THE

ORDINARY MEETING  
OF COUNCIL

TO BE HELD ON

**WEDNESDAY 17 JUNE 2020**

PLEASE READ THE FOLLOWING DISCLAIMER BEFORE PROCEEDING

Members of the public are cautioned against taking any action on Council decisions, on items in this Agenda in which they may have an interest, until such times as they have been advised in writing by Shire staff

# **NOTICE OF MEETING**

PLEASE BE ADVISED THAT THE

## **ORDINARY MEETING OF COUNCIL**

COMMENCING AT 5.00 PM

WILL BE HELD ON

**WEDNESDAY, 17 JUNE 2020**

**LEEMAN RECREATION CENTRE**



**John Merrick**  
**Acting Chief Executive Officer**

### **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information. A written inquiry should be made to the Council giving reasons for seeking the advice or information and how it is proposed to be used.

# Agenda

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED .....	4
3.	REPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: .....	4
4.	PUBLIC QUESTION TIME: .....	4
5.	APPICATION FOR LEAVE OF ABSENCE: .....	5
6.	DECLARATION OF INTEREST: .....	5
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS: .....	5
8.	CONFIRMATION OF MINUTES .....	5
8.1	ORDINARY MEETING HELD WEDNESDAY 20 MAY 2020 HELD AT THE COROOW DISTRICT HALL .....	5
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:.....	5
10.	MATTER FOR WHICH MEETING MAY BE CLOSED; .....	5
11.	REPORTS: .....	6
11.1	ACTING CHIEF EXECUTIVE OFFICER: .....	6
11.1.1	2020/21 COUNCIL MEETING DATES AND START TIME .....	6
11.1.2	NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS) .....	8
11.1.3	DRAFT POLICY 6.7.3 – COMMUNITY GARDEN’S .....	18
11.2	MANAGER OF WORKS AND SERVICES: .....	20
11.3	DEPUTY CHIEF EXECUTIVE OFFICER: .....	20
11.3.1	LIST OF ACCOUNTS PAID FOR THE MONTH OF MAY 2020 .....	20
11.3.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MAY 2020 .....	23
11.3.3	COOROW LIBRARY SERVICE.....	25
11.3.4	COVID – 19 FINANCIAL HARDSHIP POLICY .....	28
11.3.5	2019/20 SCHEDULE OF FEES & CHARGES.....	33
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: .....	35
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION: .....	35
14.	MATTERS BEHIND CLOSED DOORS:.....	35
15.	DATE OF NEXT MEETING: .....	35
15.1	ORDINARY MEETING OF COUNCIL.....	35
16.	CLOSURE: .....	35

1. **DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS:**

The President, Cr Moira J Girando, welcomed those present and opened the Meeting at      pm.

*The Shire of Coorow acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.*

2. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Councillor M J Girando  
Councillor B A Jack  
Councillor M R Bothe  
Councillor G V Heales  
Councillor R R Kau  
Councillor V J Muller  
Councillor V R Oakes  
Councillor S D Peck

President  
Deputy President

Mr J Merrick  
Mrs L J Parola  
Mr K Bean  
Miss E Budrikis

Acting Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works & Services  
Community, Economic Development Officer

**Leave of Absence**

**Apologies**

**Visitors**

3. **REPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:**

4. **PUBLIC QUESTION TIME:**

**5. APPLICATION FOR LEAVE OF ABSENCE:**

The following Councillor/s requested Leave of Absence from Council Meetings and Duties:

<b>RESOLUTION:</b>	<b>2020/</b>	
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
		<b>CARRIED / Simple Majority</b>

**6. DECLARATION OF INTEREST:**

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS:**

**8. CONFIRMATION OF MINUTES**

8.1 ORDINARY MEETING HELD WEDNESDAY 20 MAY 2020 HELD AT THE COROOW DISTRICT HALL

<b>RESOLUTION:</b>	<b>2020/</b>	
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
That the Minutes of the Ordinary Meeting held on Wednesday 20 May 2020 be confirmed as true and correct.		
		<b>CARRIED / Simple Majority</b>

**9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:**

**10. MATTER FOR WHICH MEETING MAY BE CLOSED:**

For the convenience of members of the public Council may identify, by decision, early in the meeting any matter on the agenda to be discussed behind closed doors and that matter is to be deferred for consideration as the last item of the meeting.

## 11. REPORTS:

### 11.1 ACTING CHIEF EXECUTIVE OFFICER:

#### 11.1.1 2020/21 COUNCIL MEETING DATES AND START TIME

<b>Reporting Officer:</b>	Acting Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	ADM0431 – Governance – Council Meetings
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Policy 3.6.2
<b>Voting Requirements:</b>	Absolute Majority

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#### Council Role:

<b>Executive</b>	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
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#### REPORT PURPOSE:

To set the date, time and location for the Council meetings to be held during the 2020/21 financial year.

#### BACKGROUND:

The Local Government (Administration) Regulations 1996 require each local government to advertise the date, time and location of the proposed Council meeting dates at least once per year. It would appear that this is normally done per financial year.

Workshops, community forums and other special meetings are not covered by this requirement.

The recommended schedule has been based on the current arrangement of meeting on the third Wednesday of each month excluding December which will be the second Wednesday, and January where no meeting is held. The recommended time of the meeting remains at 5.00 pm.

#### COMMENT:

In accordance with the provisions of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 it is a requirement for the public to be advised in advance of all Council meetings including dates, places and starting times to facilitate attendance or participation by the general public.

Any change to the adopted schedule will be advertised locally so that the public will remain informed.

**STAKEHOLDER ENGAGEMENT:**

Nil

**FINANCIAL / RESOURCE IMPLICATIONS:**

Nil

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 s5.25(1)(g)

Local Government (Administration) Regulations 1996 s12

**POLICY IMPLICATIONS:**

Policy 1.1.18 – Members of Council - Council Meetings

**STRATEGIC IMPLICATIONS:**

There are no strategic implications

**RISK IMPLICATION:**

There are no known risks involved in either supporting or rejecting the recommendation.

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That the Ordinary Meeting starting dates, times and locations for the 2020/21 financial year be advertised as follows:

Month	Venue	Time	Date	Type
July	Coorow	5.00 pm	Wednesday 15 July 2020	Ordinary
August	Leeman	5.00 pm	Wednesday 19 August 2020	Ordinary
September	Coorow	5.00 pm	Wednesday 16 September 2020	Ordinary
October	Coorow	5.00 pm	Wednesday 21 October 2020	Ordinary
November	Leeman	5.00 pm	Wednesday 18 November 2020	Ordinary
December	Coorow	5.00 pm	Wednesday 9 December 2020	Ordinary
February	Coorow	5.00 pm	Wednesday 17 February 2021	Ordinary
March	Green Head	5.00 pm	Wednesday 18 March 2021	Ordinary
April	Coorow	5.00 pm	Wednesday 15 April 2021	Ordinary
May	Coorow	5.00 pm	Wednesday 19 May 2021	Ordinary
June	Leeman	5.00 pm	Wednesday 16 June 2021	Ordinary

**CARRIED /  
Simple Majority**

## 11.1.2 NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS)

**Reporting Officer:** Acting Chief Executive Officer  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** ADM0312  
**Disclosure of Interest:** Nil  
**Attachments:** National Redress Scheme( under separate cover)  
**Voting Requirements:** Simple Majority

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### Council Role:

■ **Executive** The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.

### **ACTING CHIEF EXECUTIVE OFFICER BACKGROUND:**

The Royal Commission report on child abuse made numerous recommendations which led to the implementation of the National Redress Scheme.

The WA State Government signed an MOU with WALGA which outlines the key principles of the Local Govt sector's participation in the scheme with the State Govt. The actual claims being made are highly confidential and whether we are party to a claim will not be known until notification of a claim is made.

A claim may go back historically (30 years or more) and may result from an abuse at one of our facilities/services, ie pool, rec centre or park.

If we agree to participation with the State Govt, they will pick up the costs of any investigation or claim against the Shire.

If we resolve not to participate, we would be required to fund our own investigation and subsequent compensation payment if we were found to have been negligent.

The following template item has been recommended by the DLGCS and includes a recommendation which requires Councils formal resolution.

I have also included, as an attachment, detailed information papers to fully inform Council.



**BACKGROUND:**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Coorow) will be required to consider leading practice approaches to child safeguarding separately in the future.

### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

## DETAILS

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSCI) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Coorow's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Coorow formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Coorow will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Coorow to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Coorow formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Coorow include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Coorow having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Coorow.

## Considerations for the Shire of Coorow

Detailed below is a list of considerations for the Shire of Coorow to participate in the Scheme:

### 1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Coorow will receive a Redress application. A Service Agreement will only be executed if the Shire of Coorow receives a Redress application.

The Shire of Coorow needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

### 2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

### 3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Coorow will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

### 4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Coorow's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress

application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Coorow should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Coorow do not have any influence on the decision made and there is no right of appeal.

6. Redress Decisions

The Shire of Coorow should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Coorow do not have any influence on the decision made and there is no right of appeal

CONSULTATION:

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;

- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

**COMMENT:**

Nil

**STAKEHOLDER ENGAGEMENT:**

Nil

**FINANCIAL / RESOURCE IMPLICATIONS:**

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

**STATUTORY ENVIRONMENT:**

The Shire of Coorow in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

**POLICY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

There are no strategic implications

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Coorow will not be included in the WA Government's amended participation declaration (and afforded the associated financial and



administrative coverage), unless the Shire of Coorow makes a specific and formal decision to the be included;

- 3) Endorses the participation of the Shire of Coorow in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to Acting Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;

Notes that a confidential report will be provided if a Redress application is received by the Shire of Coorow.

**CARRIED /  
Simple Majority**

### 11.1.3 DRAFT POLICY 6.7.3 – COMMUNITY GARDEN'S

<b>Reporting Officer:</b>	Community & Economic Development Coordinator
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	ADM0437 – Corporate Management, Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Draft Policy 6.7.3 – Community Garden
<b>Voting Requirements:</b>	Simple Majority

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#### **COUNCIL ROLE**

<b>Executive</b>	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
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#### **REPORT PURPOSE:**

**To adopt the Community Garden's Policy to provide Council and Community with structure when applying, establishing and maintaining community gardens in the Shire of Coorow.**

#### **BACKGROUND:**

Council currently does not have an adopted policy to provide structure when applying, approving, establishing and maintaining community gardens, Staff have attached a draft policy for adoption

#### **COMMENT:**

Objectives of the draft policy are to:

- Articulate a clear and consistent approach to the provision of support for the establishment of community gardens within Shire boundaries;
- Ensure consistency in the assessment and management of requests to establish community gardens on Shire managed land;
- Outline the general roles and responsibilities of all stakeholders involved

#### **FINANCIAL / RESOURCE IMPLICATIONS**

Nil

#### **STAKEHOLDER ENGAGEMENT:**

Nil

#### **STATUTORY ENVIRONMENT:**

Nil

#### **POLICY IMPLICATION:**

Nil

**STRATEGIC IMPLICATION:**

Shire of Coorow Community Strategic Plan 2017 - 2027

Sense of Community-

Encourage strong community participation and involvement.

Provide social facilities and services to serve the lifestyle needs of our communities

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That the attached draft Policy 6.7.3, Community Gardens be adopted and included in the updated Policy Manual.

**CARRIED /  
Simple Majority**

## **POLICY – COMMUNITY GARDENS**

Sub Section: Other Community Services

Policy Number: 6.7.3

**Policy Subject: Community Gardens**

Policy: This Policy applies to enquiries and requests from individuals, groups or organisations interested in establishing community gardens within the Shire of Coorow boundaries.

Objectives: The objective of this Policy is to:

- Articulate a clear and consistent approach to the provision of support for the establishment of community gardens within Shire boundaries;
- Ensure consistency in the assessment and management of requests to establish community gardens on Shire managed land;
- Outline the general roles and responsibilities of all stakeholders involved.

Guidelines: Implementation of this Policy is to be guided by appropriate Shire processes and procedure.

General information on establishing and operating community garden's in the Shire is available in the Shire of Coorow Tool Kit for Community Gardens.

### *Community gardens on Shire managed land*

The Shire will ensure that fair and transparent processes are used in relation to the establishment of community gardens on Shire managed land. This should include clear processes for responding to enquiries from community members and managing the community garden application process, as well as site selection and assessment. Community gardens on Shire managed land will be subject to the requirements of relevant Shire policies as well as standard development laws and any approvals that may be required. The Shire will provide guidance on key principles and the application process for requests to establish community gardens on Shire managed land including site identification and assessment considerations, design principles and any applicable Shire processes. The Shire will attempt to identify suitable site options for community use purposes, including community gardens, however, identification and assessment of potential sites may be limited by site availability and competing priorities for land use and development. Co-location with other users of Shire managed land may be one alternative where a stand-alone site cannot be identified.

*Community gardens on land other than Shire managed land*

The Shire encourages the establishment of community gardens on privately owned or managed land within the Shire boundaries. Community gardens being established on **land other than Shire managed land** will be subject to standard development laws as well as any approvals that may be required. The Shire will provide guidance on key principles for community gardens and any applicable Shire processes to support their establishment and ongoing sustainability.

Roles and Responsibilities

**The Shire's role** is to support and promote community gardens that are sustainably managed and led by the community. The Shire will not take an active role in the establishment of community gardens. The role of the Shire is to facilitate the establishment of community gardens and build community capacity to sustainably manage and operate community led gardens. Accordingly, the Shire is required to keep this Policy up-to-date through regular review, provide publicly available, relevant information in a suitable format in the form of a guide to community gardening in the Shire, and to communicate information about community gardens through appropriate channels such as social media, newsletters and events.

**Community groups** running a community garden are to be responsible for managing and maintaining the community garden so that the health and safety of the surrounding community is not adversely impacted. Community groups that wish to establish a community garden on Shire managed land are required to: Develop and maintain their own Community Garden Management Plan; and abide by all relevant Shire local laws, policies, procedures and applicable legislation.

Notes:

First Adopted: 17 June 2020, 2020/

Last Review:

## 11.2 MANAGER OF WORKS AND SERVICES:

## 11.3 DEPUTY CHIEF EXECUTIVE OFFICER:

### 11.3.1 LIST OF ACCOUNTS PAID FOR THE MONTH OF MAY 2020

<b>Subject</b>	List of Accounts Paid
<b>Reporting Officer:</b>	Finance Officer
<b>Responsible Executive:</b>	Deputy Chief Executive Officer
<b>File Reference:</b>	ADM0652 – Financial Management
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	List of Accounts for Payment
<b>Voting Requirements:</b>	Simple Majority

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#### Council Role

 <b>Review</b>	When Council reviews decisions made by officers.
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#### REPORT PURPOSE:

**For Council to accept the list of accounts paid since the last list was prepared.**

#### BACKGROUND:

The Chief Executive Officer has been delegated authority to make payments from the Municipal account. The *Local Government (Financial Management) Regulations 1996* require a list of payments made under delegated authority to be prepared each month and presented to the next ordinary meeting of Council following the preparation of the list.

#### COMMENT:

The list has been prepared showing payments made under delegation since the last list was prepared for the 20th of May ordinary meeting of Council.

#### STAKEHOLDER ENGAGEMENT:

Nil

#### FINANCIAL / RESOURCE IMPLICATIONS:

Nil

#### STATUTORY ENVIRONMENT:

*Local Government (Financial Management) Regulations 1996*  
- s13 List of accounts

#### POLICY IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

Nil

**RISK IMPLICATIONS:**

This review process should help to ensure that payments are always made under the correct authority.

**OFFICER RECOMMENDATION:**

<b>RESOLUTION:</b>	<b>2020/</b>	
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
That the list of accounts paid under delegated authority for the month of May 2020 as presented be accepted, including		
<b><u>MUNICIPAL FUND</u></b>		
Cheques	20382 - 20388	\$ 5,807.54
Payroll DD's	01/05/2020 – 31/05/2020	\$ 46,378.15
EFTS	15100 - 15179	\$ 244,990.39
Direct Debits	01/05/2020 – 31/05/2020	\$ 147,490.32
<b>TOTALLING</b>		<b>\$ 444,666.40</b>
<b><u>TRUST FUND</u></b>		
EFTS	N/A	\$ 0.00
Cheques	N/A	\$ 0.00
<b>TOTALLING</b>		<b>\$ 0.00</b>
		<b>CARRIED / Simple Majority</b>

## 11.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MAY 2020

<b>Reporting Officer:</b>	Deputy Chief Executive Officer
<b>Responsible Executive:</b>	Deputy Chief Executive Officer
<b>File Reference:</b>	ADM0652 – Financial Management-EOM Processing
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	11.3.2 – Monthly Statement of Financial Activity
<b>Voting Requirements:</b>	Simple Majority

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### **Council Role:**

<b>■ Executive</b>	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
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### **REPORT PURPOSE:**

**For Council to accept the Monthly Statement of Financial Activity.**

### **BACKGROUND:**

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month.

The form of the Monthly Financial Statements usually presented to Council is a Statement of Financial Activity, which also includes supplementary information including an Operating Statement Function and Activity, Balance Sheet and Cash Flow Graph.

### **COMMENT:**

The Shire is required to prepare the Statement of Financial Activity as per Local Government (Financial Management) Regulation 36, but can resolve to have supplementary information included as required.

All mandatory information is provided and the closing surplus balances to the net current assets at 31 May 2020.

### **STAKEHOLDER ENGAGEMENT:**

Nil

### **FINANCIAL / RESOURCE IMPLICATIONS:**

Nil

### **STATUTORY ENVIRONMENT:**

*Local Government (Financial Management) Regulations 1996*

- s34 Financial activity statement required each month (Act s. 6.4)



**POLICY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RISK IMPLICATIONS:**

Nil

**OFFICER RECOMMENDATION:**

***RESOLUTION:***

***2020/***

***Moved: Cr***

***Seconded: Cr***

That the Monthly Statement of Financial Activity as included at Attachment 11.3.2 for the period ended 31 May 2020 be accepted.

**CARRIED /  
Simple Majority**



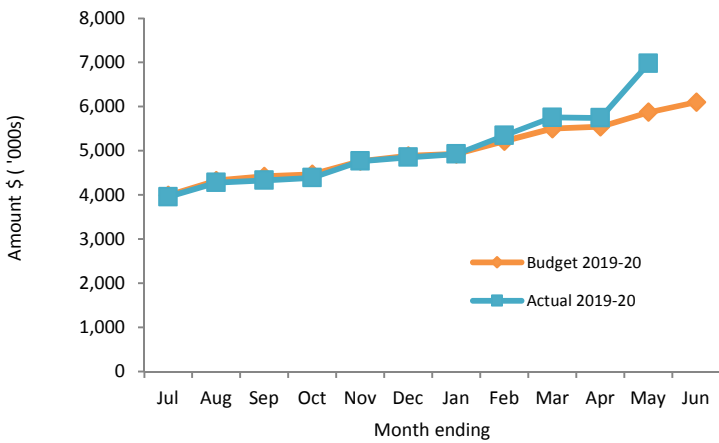
**SHIRE OF COOROW**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the Period Ended 31 May 2020**

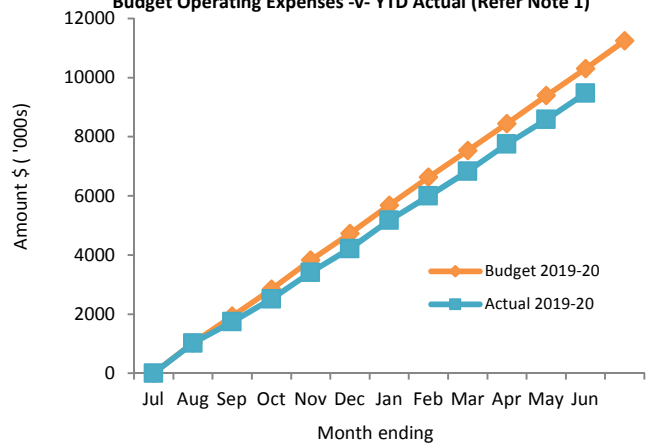
**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

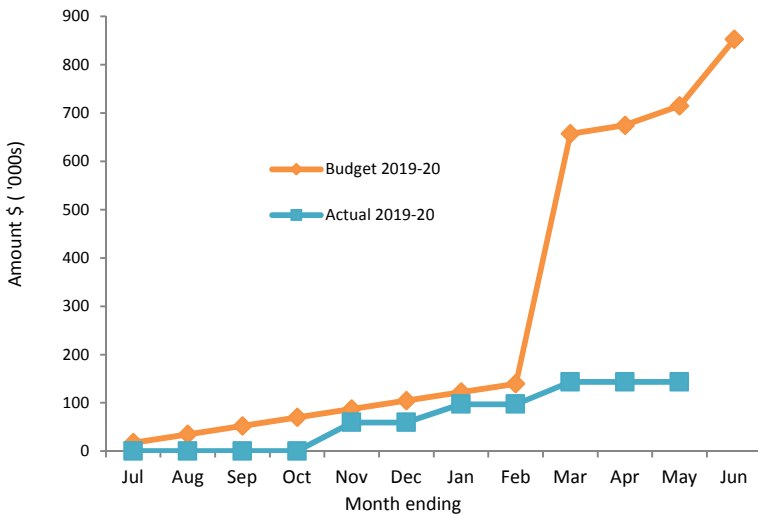
**Budget Operating Revenues -v- Actual (Refer Note 1)**



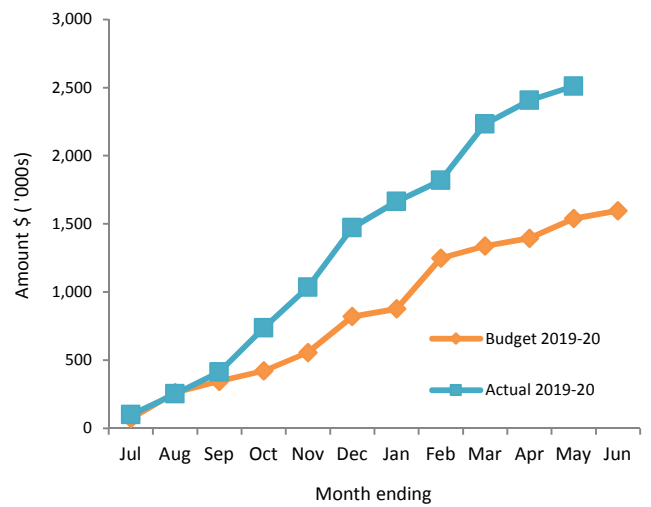
**Budget Operating Expenses -v- YTD Actual (Refer Note 1)**



**Budget Capital Revenue -v- Actual (Refer Note 1)**



**Budget Capital Expenses -v- Actual (Refer Note 1)**



**SHIRE OF COOROW**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2020**

	Amended Annual Budget	Amended YTD Budget (a)	This Month Actual (b)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	2,008,404	2,008,404		<b>2,008,404</b>	(0)	(0%)	
<b>Revenue from operating activities</b>							
Rates	3,299,495	3,299,543	(42)	3,269,664	(29,878)	(1%)	
Operating Grants, Subsidies and Contributions	1,170,494	1,108,092	1,199,360	2,138,191	1,030,099	93%	▲
Fees and Charges	579,263	558,601	3,858	543,672	(14,929)	(3%)	
Interest Earnings	118,326	76,992	11,333	77,531	539	1%	
Other Revenue	59,050	57,707	1,153	65,272	7,565	13%	
Profit on Disposal of Assets	42,061	41,554	0	0	(41,554)	(100%)	
	<b>5,268,690</b>	<b>5,142,489</b>	<b>1,215,661</b>	<b>6,094,330</b>	<b>951,842</b>	<b>19%</b>	▲
<b>Expenditure from operating activities</b>							
Employee Costs	(2,204,965)	(2,020,051)	(211,035)	(1,658,280)	361,771	18%	▲
Materials and Contracts	(2,093,574)	(1,914,298)	(119,825)	(1,537,527)	376,771	20%	▲
Utility Charges	(275,401)	(251,911)	(27,907)	(283,952)	(32,041)	(13%)	▼
Depreciation on Non-Current Assets	(6,271,412)	(5,748,710)	(526,058)	(5,684,458)	64,252	1%	
Interest Expenses	(7,422)	(6,798)	0	(4,414)	2,384	35%	
Insurance Expenses	(207,007)	(197,944)	0	(204,491)	(6,547)	(3%)	
Other Expenditure	(72,491)	(56,838)	(1,091)	(60,817)	(3,979)	(7%)	
Loss on Disposal of Assets	(116,564)	(107,735)	0	(37,771)			
	<b>(11,248,835)</b>	<b>(10,304,285)</b>	<b>(885,917)</b>	<b>(9,471,709)</b>	<b>832,576</b>	<b>8%</b>	
<b>Operating activities excluded from budget</b>							
Add back Depreciation	6,271,412	5,748,710	526,058	5,684,458	(64,252)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	74,503	66,181	0	37,771	(28,410)	(43%)	▼
Adjust Provisions and Accruals	3,963	7	0	2	(6)	(76%)	
<b>Amount attributable to operating activities</b>	<b>369,732</b>	<b>653,102</b>	<b>855,802</b>	<b>2,344,851</b>	<b>1,691,749</b>		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	877,844	775,158	17,469	882,195	107,037	14%	▲
Proceeds from Disposal of Assets	210,057	194,438	0	143,091	(51,347)	(26%)	▼
Land and Buildings	(466,753)	(435,651)		(227,836)	207,815	48%	▲
Infrastructure Assets - Roads	(1,621,526)	(1,589,522)		(1,461,317)	128,205	8%	
Infrastructure Assets - Other	(459,820)	(442,060)		(330,810)	111,250	25%	▲
Infrastructure Assets - Footpaths	(86,993)	(81,239)		(337)	80,902	100%	▲
Infrastructure Assets - Drainage	(13,000)	(13,000)		(13,046)	(46)	(0%)	
Plant and Equipment	(532,241)	(532,241)		(451,095)	81,146	15%	▲
<b>Amount attributable to investing activities</b>	<b>(2,092,432)</b>	<b>(2,124,116)</b>	<b>17,469</b>	<b>(1,459,155)</b>	<b>664,962</b>	<b>31%</b>	
<b>Financing Activities</b>							
Proceeds from Advances	22,047	0	21,879	10,940	10,940		▲
Transfer from Reserves	120,319	0	0	0	0		
Repayment of Debentures	(37,293)	(34,177)	0	(26,185)	7,992	23%	
Transfer to Reserves	(390,777)	0	0	0	0		
<b>Amount attributable to financing activities</b>	<b>(285,704)</b>	<b>(34,177)</b>	<b>21,879</b>	<b>(15,245)</b>	<b>18,932</b>	<b>55%</b>	
<b>Closing Funding Surplus (Deficit)</b>	<b>0</b>	<b>503,213</b>	<b>895,151</b>	<b>2,878,855</b>	<b>2,375,642</b>	<b>472%</b>	▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Rates	(29,878)	-1%			
Operating Grants, Subsidies and Contributions	0				
	1,030,099	93%	▲ ○	Timing	2020/21 Grants Commission Funds received in advance, RRG grants received sooner than budgeted
Fees and Charges	(14,929)	-3%			
Service Charges	0				
Interest Earnings	539	1%			
Other Revenue	7,565	13%			
<b>Operating Expense</b>					
Employee Costs	361,771	18%		Permanent	Combination of several unbudgeted capital jobs and not all positions being occupied in the works and admin areas
			▲ U		
Materials and Contracts	376,771	20%		Timing	Combination of several unbudgeted capital jobs and minor underexpenditure across a number of accounts
			▲ U		
Utility Charges	(32,041)	-13%		Permanent	Water usage at Maley Park Oval is significantly higher than budgeted
			▼ ○		
Depreciation on Non-Current Assets	64,252	1%			
Interest Expenses	2,384	35%			
Insurance Expenses	(6,547)	-3%			
Other Expenditure	(3,979)	-7%			
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	107,037	14%	▲ ○	Timing	R2R Grant more than expected, RRG grants received sooner than budgeted
Proceeds from Disposal of Assets	(51,347)	(26%)	▼ U	Timing	Changeover of two utilities deferred to 2020/21
<b>Capital Expenses</b>					
Land and Buildings	207,815	48%	▲ U	Timing	Dynamite Bay toilets not yet commenced
Infrastructure - Roads	128,205	8%			
Infrastructure - Other	111,250	25%	▲ U	Timing	Leeman Foreshore underspent, Swimming Pool plan yet to be completed
Infrastructure - Footpaths	80,902	100%	▲ U	Timing	Budget profiling was not carried out for footpath projects
Plant and Equipment	81,146	15%	▲ U	Timing	Changeover of two utilities deferred to 2020/21
<b>Financing</b>					
Transfer from Reserves	0				
Loan Principal Repayments	7,992	23%			
Transfer to Reserves	0				

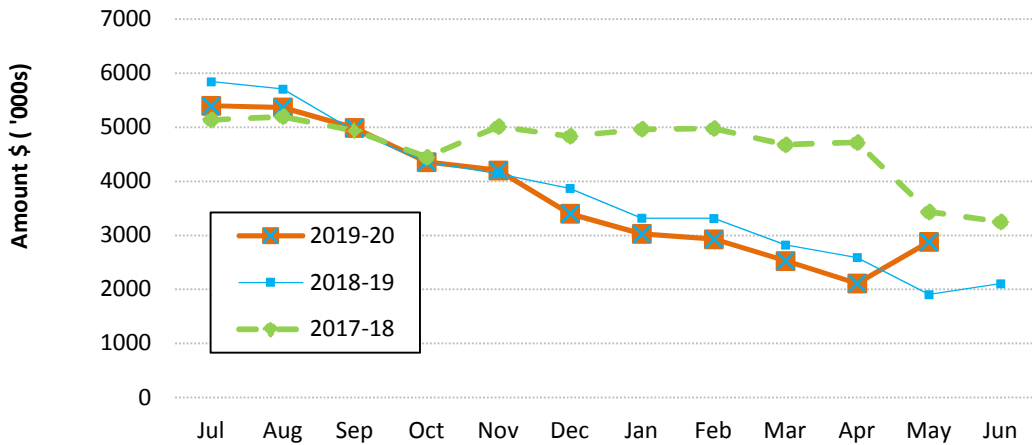
**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Last Years Closing	This Time Last Year	Current
	30 June 2020	01 Jun 2019	31 May 2020
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	2,230,610	2,231,189	3,094,669
Cash Restricted - Conditions over Grants	0	0	0
Cash Restricted	1,593,194	1,593,194	1,593,194
Receivables - Rates	123,145	123,145	158,419
Receivables - Other	(136,966)	113,034	59,207
Inventories	29,380	29,380	26,073
	3,839,363	4,089,942	4,931,561
<b>Less: Current Liabilities</b>			
Payables	(255,123)	(255,123)	(237,809)
Provisions Loans	(37,293)	(37,293)	(11,108)
Provisions Leave	(390,744)	(390,744)	(390,744)
	(683,159)	(683,159)	(639,661)
Less: Cash Reserves	(1,593,194)	(1,593,194)	(1,593,194)
Less: Unspent Grants	0	0	0
Add: Loan Current	37,293	37,293	11,108
Less: SSL Sundry Debtors	227,953	(22,047)	(11,108)
Add: Leave Reserve	180,148	180,148	180,148
<b>Net Current Funding Position</b>	<b>2,008,404</b>	<b>2,008,983</b>	<b>2,878,855</b>

**Note 2 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution
	\$	\$	\$	\$	
<b>(a) Cash Deposits</b>					
Muni Cash At Bank	1,015,081			1,015,081	BankWest
Muni Telenet Saver	1,578,737			1,578,737	BankWest
Municipal Fund Term Deposits	500,000			500,000	ME Bank
Cash at Reserve - Bank			4	4	BankWest
Reserve Fund Term Deposits		1,593,190		1,593,190	ME Bank
Trust Fund Bank			94,683	94,683	BankWest
Petty Cash Float	851			851	
<b>Total</b>	<b>3,094,669</b>	<b>1,593,194</b>	<b>94,683</b>	<b>4,782,546</b>	

**Comments/Notes -**

Term Deposit For	Amount	Held With	Interest Rate	Matures	Interest Expected
Municipal Funds	250,000	ME Bank	1.65%	18/06/2020	718.75
Municipal Funds	250,000	ME Bank	1.65%	18/06/2020	718.75
	500,000				
Reserve Fund	1,593,190	ME Bank	2.00%	9/06/2020	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2020

**Note 4: Budget Amendments**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Current Budget

Prog	Sub Prog	Description	Non Cash Adjustment	Original Budget	Variation	Current Budget	Amended Budget Running Balance
			\$	\$	\$	\$	\$
		<b>Budget Adoption</b>					0
		<b>Permanent Changes</b>					
		Opening surplus adjustment			-115,045.00		-115,045
03	0301	Rates	-3,039,792.72		-30,000.00	-3,069,792.72	-145,045
03	0302	Other General Purpose Funding	-793,058.18		-89,000.00	-882,058.18	-234,045
04	0401	Members of Council	196,589.20		-39,485.00	157,104.20	-273,530
04	0402	Other Governance	466,503.00		-15,000.00	451,503.00	-288,530
05	0501	Fire Prevention	197,646.00		5,700.00	203,346.00	-282,830
05	0502	Animal Control	17,635.00		0.00	17,635.00	-282,830
05	0503	Other Law, Order & Public Safety	241,272.40		0.00	241,272.40	-282,830
07	0704	Preventative Services - Inspection/Admin	60,672.00		0.00	60,672.00	-282,830
07	0705	Preventative Services - Pest Control	16,915.00		0.00	16,915.00	-282,830
07	0707	Other Health	58,854.68		-4,515.00	54,339.68	-287,345
08	0803	Care of Families and Other Children	13,647.31		0.00	13,647.31	-287,345
08	0806	Aged & Disabled - Other	33,916.44		0.00	33,916.44	-287,345
08	0807	Other Welfare	47,358.54		0.00	47,358.54	-287,345
09	0901	Staff Housing	105,843.61		108,868.00	214,711.61	-178,477
09	0902	Other Housing	-14,630.92		5,000.00	-9,630.92	-173,477
10	1001	Sanitation - General	200,794.11		-6,000.00	194,794.11	-179,477
10	1002	Sanitation - Other	19,647.67		0.00	19,647.67	-179,477
10	1003	Sewerage	13,650.00		-8,500.00	5,150.00	-187,977
10	1004	Urban Stormwater Drainage	78,795.78		0.00	78,795.78	-187,977
10	1005	Protection of the Environment	19,285.74		0.00	19,285.74	-187,977
10	1006	Town Planning & Regional Development	61,733.00		-10,000.00	51,733.00	-197,977
10	1007	Other Community Amenities	404,624.26		85,000.00	489,624.26	-112,977
11	1101	Public Halls and Civic Centre	528,377.51		7,500.00	535,877.51	-105,477
11	1102	Swimming Areas and Beaches	376,065.76		0.00	376,065.76	-105,477
11	1103	Other Recreation and Sport	1,217,208.55		8,500.00	1,225,708.55	-96,977
11	1104	TV & Radio Re-Broadcasting	-3,125.63		0.00	-3,125.63	-96,977
11	1105	Libraries	71,394.01		0.00	71,394.01	-96,977
11	1107	Other Culture	39,494.74		-24,000.00	15,494.74	-120,977
12	1201	Construction - Streets, Roads, Bridges & Depots	736,150.59		152,000.00	888,150.59	31,023
12	1202	Maintenance - Streets, Roads, Bridges & Depots	6,211,804.30		-8,000.00	6,203,804.30	23,023
12	1203	Road Plant Purchases	663,778.96		20,477.04	684,256.00	43,500
12	1205	Traffic Control (Vehicle Licensing)	3,877.00		-15,000.00	-11,123.00	28,500
12	1206	Aerodromes	19,464.18		0.00	19,464.18	28,500
13	1301	Rural Services	18,831.00		-5,000.00	13,831.00	23,500
13	1302	Tourism and Area Promotion	132,175.67		-6,000.00	126,175.67	17,500
13	1303	Building Control	90,595.00		0.00	90,595.00	17,500
13	1306	Other Economic Services	16,652.00		0.00	16,652.00	17,500
13	1308	Other Economic Services	-1,155.00		0.00	-1,155.00	17,500
14	1401	Private Works	-15,530.00		0.00	-15,530.00	17,500
14	1402	General Administration Overheads	36,532.20		-17,500.00	19,032.20	0
14	1403	Public Works Overheads	-200.21		0.00	-200.21	0
14	1404	Plant Operating Costs	-50,000.00		0.00	-50,000.00	0
14	1405	Salaries and Wages		0.00	0.00	0.00	0
			<b>0.00</b>	<b>8,500,293</b>	<b>0</b>	<b>8,615,338</b>	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	180,148	3,963	0	0	0	0	0	184,111	180,148
Building Reserve	252,005	5,544	0	147,868	0	0	0	405,417	252,005
Resource Sharing Reserve	25,380	558	0	0	0	0	0	25,938	25,380
Plant Reserve	582,352	12,812	0	104,759	0	0	0	699,923	582,352
Rebroadcasting Reserve	27,649	608	0	0	0	(2,446)	0	25,811	27,649
Joint Venture Housing Reserve	48,690	1,071	0	0	0	(116)	0	49,645	48,690
Bowling Club Reserve	6,537	144	0	2,100	0	0	0	8,781	6,537
Road Infrastructure Reserve	115,222	2,535	0	0	0	(117,757)	0	0	115,222
Pool Revitalisation Reserve	349,619	7,692	0	50,000	0	0	0	407,311	349,619
Tourist Infrastructure Reserve - Accumulation	5,592	123	0	51,000	0	0	0	56,715	5,592
	<b>1,593,194</b>	<b>35,050</b>	<b>0</b>	<b>355,727</b>	<b>0</b>	<b>(120,319)</b>	<b>0</b>	<b>1,863,652</b>	<b>1,593,194</b>



**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2020

**Note 6: Capital Acquisitions**

Assets	Job	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Law, Order &amp; Public Safety</b>								
Green Head Fire Shed - Capital	BC047	5,606	0	5,606	5,700	5,700	(94)	
<b>Law, Order &amp; Public Safety Total</b>		<b>5,606</b>	<b>0</b>	<b>5,606</b>	<b>5,700</b>	<b>5,700</b>	<b>(94)</b>	
<b>Housing</b>								
6, Lot 131 Spain Street - Capital	BC000	48,346	0	48,346	50,000	45,837	2,509	
7, Lot 29 Spain Street - Capital	BC013	3,047	0	3,047	3,000	3,000	47	
5, Lot 42 Commercial Street - Capital	BC014	9,790	0	9,790	0	0	9,790	
2, Lot 9 Thomas Street - Capital	BC019	9,790	0	9,790	0	0	9,790	
29, Lot 49 Nairn Street - Capital	BC020	6,888	0	6,888	19,000	17,413	(10,525)	
63, Lot 64 Nairn Street - Capital	BC022	1,097	0	1,097	10,000	9,163	(8,066)	
5, Lot 520 Tuart Street - Capital	BC023	7,958	0	7,958	8,000	8,000	(43)	
11, Lot 490 Tamarisk Street - Capital	BC025	3,748	0	3,748	6,000	6,000	(2,252)	
9, Lot 453 Morcombe Road - Capital	BC054	0	0	0	5,000	4,576	(4,576)	
<b>Housing Total</b>		<b>90,664</b>	<b>0</b>	<b>90,664</b>	<b>101,000</b>	<b>93,989</b>	<b>(3,325)</b>	
<b>Community Amenities</b>								
Dynamite Bay Toilet - Capital	BC027	0	0	0	200,000	0	0	
Cliff Park Toilet - Capital	BC032	0	0	0	2,000	0	0	
<b>Community Amenities Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>202,000</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>								
Coorow Bowling Club - Capital	BC031	0	0	0	5,000	4,576	(4,576)	
Coorow Hall - Capital	BC033	3,239	0	3,239	3,000	2,750	489	
Green Head Community Centre - Capital	BC036	20,102	0	20,102	20,000	20,000	102	
Coorow Golf Club Buildings - Capital	BC050	20,424	0	20,424	20,000	20,000	424	
Dynamite Bay Rotunda/Shelters - Capital	BC051	445	0	445	5,000	4,576	(4,131)	
Green Head Sporting Club	BC062	31,004	0	31,004	28,000	25,663	5,341	
Cliff Park Gazebo - Capital	BC063	8,000	0	8,000	8,500	7,788	212	
LEEMAN FORESHORE GAZEBO (CAPITAL)	BC064	0	0	0	5,000	4,576	(4,576)	
Morphett Park Gazebo (Capital)	BC065	9,790	0	9,790	0	0	9,790	
Koobabbie Collection	4110710	5,000	0	5,000	6,000	6,000	(1,000)	
<b>Recreation And Culture Total</b>		<b>98,005</b>	<b>0</b>	<b>98,005</b>	<b>100,500</b>	<b>95,929</b>	<b>2,076</b>	
<b>Transport</b>								
Coorow Depot - Capital	BC039	1,400	0	1,400	15,000	13,750	(12,350)	
Leeman Depot - Capital	BC040	1,855	0	1,855	5,053	4,631	(2,776)	
Green Head Depot - Capital	BC041	0	0	0	12,000	11,000	(11,000)	
<b>Transport Total</b>		<b>3,255</b>	<b>0</b>	<b>3,255</b>	<b>32,053</b>	<b>29,381</b>	<b>(26,126)</b>	
<b>Economic Services</b>								
Coorow Caravan Park - Capital	BC042	1,078	0	1,078	0	0	1,078	
<b>Economic Services Total</b>		<b>1,078</b>	<b>0</b>	<b>1,078</b>	<b>0</b>	<b>0</b>	<b>1,078</b>	
<b>Other Property &amp; Services</b>								
Coorow Administration Centre - Capital	BC001	26,480	0	26,480	20,000	20,000	6,480	
Leeman Administration Centre - Capital	BC002	2,749	0	2,749	5,500	5,500	(2,751)	
<b>Other Property &amp; Services Total</b>		<b>29,229</b>	<b>0</b>	<b>29,229</b>	<b>25,500</b>	<b>25,500</b>	<b>3,729</b>	
<b>Buildings Total</b>		<b>227,836</b>	<b>0</b>	<b>227,836</b>	<b>466,753</b>	<b>250,499</b>	<b>(22,663)</b>	

















**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2020**

**Note 6: Capital Acquisitions**

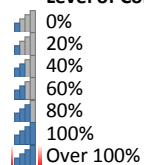
Assets	Job	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Plant &amp; Equipment (inc Furniture)</b>								
<b>Law, Order &amp; Public Safety</b>								
█ CW0050 Ranger Utility (Capital)	PE0050	0	0	0	45,000	45,000	(45,000)	
<b>Law, Order &amp; Public Safety Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>(45,000)</b>	
<b>Transport</b>								
█ CW003 Leading Hand Ute (Capital)	PE0003	0	0	0	41,485	41,485	(41,485)	
█ CW0010 Prime Mover (Capital)	PE0010	243,000	0	243,000	243,000	243,000	0	
█ CW0018 Vibe Roller (Capital)	PE0018	144,850	0	144,850	145,348	145,348	(498)	
█ Sundry Plant & Equipment (Capital)	PE6	3,163	0	3,163	2,800	2,800	363	
<b>Transport Total</b>		<b>391,013</b>	<b>0</b>	<b>391,013</b>	<b>432,633</b>	<b>432,633</b>	<b>(41,620)</b>	
<b>Economic Services</b>								
█ ECONOMY - Plant & Equipment	4130830	5,593	0	5,593	0	0	5,593	
<b>Other Property &amp; Services Total</b>		<b>5,593</b>	<b>0</b>	<b>5,593</b>	<b>0</b>	<b>0</b>	<b>5,593</b>	
<b>Other Property &amp; Services</b>								
█ CW001 CEO Vehicle (Capital)	PE0001	54,488	0	54,488	54,608	54,608	(120)	
<b>Other Property &amp; Services Total</b>		<b>54,488</b>	<b>0</b>	<b>54,488</b>	<b>54,608</b>	<b>54,608</b>	<b>(120)</b>	
<b>Plant &amp; Equipment Total</b>		<b>451,095</b>	<b>0</b>	<b>451,095</b>	<b>532,241</b>	<b>532,241</b>	<b>(81,146)</b>	
<b>Infrastructure Assets - Roads</b>								
<b>Transport</b>								
█ Buntine Marchagee Road (Capital) Council Funded	RC002	32,441	0	32,441	32,500	32,500	(59)	
█ Marchagee Track (Capital) Council Funded	RC004	53,122	0	53,122	0	0	53,122	
█ Teasdale Road (Capital) Council Funded	RC026	11,466	0	11,466	11,500	11,500	(34)	
█ Martin Road (Capital) Council Funded	RC057	37,686	0	37,686	52,433	52,433	(14,747)	
█ Howards Road (Capital) Council Funded	RC058	27,927	0	27,927	28,000	28,000	(73)	
█ Shack Track (Capital) Council Funded	RC075	2,416	0	2,416	70,000	64,163	(61,747)	
█ Ocean View Drive (Capital) Council Funded	RC095	29,074	0	29,074	58,214	58,214	(29,139)	
█ OCEAN VIEW DRIVE 2 (CAPITAL)	RC295	344	0	344	67,279	67,279	(66,935)	
█ Kau Street (Capital) Council Funded	RC101	6,102	0	6,102	47,521	47,521	(41,419)	
█ Bierman Street (Capital) Council Funded	RC102	4,353	0	4,353	40,642	37,235	(32,882)	
█ NAIRN STREET (CAPITAL) COUNCIL FUNDED	RC114	29,838	0	29,838	30,000	30,000	(162)	
█ Beros Road (Capital) Council Funded	RC126	4,083	0	4,083	4,000	4,000	83	
█ Coorow-Greenhead Road (Capital) Council Funded	RC162	38,280	0	38,280	0	0	38,280	
█ Coorow-Latham Road (Capital) Council Funded	RC164	32,927	0	32,927	33,000	33,000	(73)	
█ South Waddy Road (Capital) R2R	R2R005	138,109	0	138,109	132,710	132,710	5,400	
█ Waddy Forest Road (Capital) R2R	R2R013	62,342	0	62,342	119,142	117,407	(55,064)	
█ WUBIN-GUNYIDI ROAD (CAPITAL) R2R	R2R165	167,286	0	167,286	161,612	161,611	5,675	
█ Coorow-Greenhead Road East (Capital) RRG	RRG161	261,591	0	261,591	251,900	230,879	30,712	
█ Coorow-Greenhead Road West (Capital) RRG	RRG162	521,930	0	521,930	481,072	481,072	40,859	
<b>Transport Total</b>		<b>1,461,317</b>	<b>0</b>	<b>1,461,317</b>	<b>1,621,526</b>	<b>1,589,522</b>	<b>(128,205)</b>	
<b>Infrastructure Roads Total</b>		<b>1,461,317</b>	<b>0</b>	<b>1,461,317</b>	<b>1,621,526</b>	<b>1,589,522</b>	<b>(128,205)</b>	

**SHIRE OF COOROW**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 May 2020

**Note 6: Capital Acquisitions**

Assets	Job	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Infrastructure Assets - Drainage</b>								
<b>Transport</b>								
 Nairn Street Drainage (Capital)	DC114	13,046		13,046	13,000	13,000	46	
<b>Transport Total</b>		<b>13,046</b>	<b>0</b>	<b>13,046</b>	<b>13,000</b>	<b>13,000</b>	<b>46</b>	
<b>Infrastructure Assets - Drainage Total</b>		<b>13,046</b>	<b>0</b>	<b>13,046</b>	<b>13,000</b>	<b>13,000</b>	<b>46</b>	
<b>Footpaths</b>								
<b>Transport</b>								
 Ocean View Drive Footpath (Capital)	FC095	0	0	0	26,748	24,497	(24,497)	
 OCEAN VIEW DRIVE FOOTPATH 2 (CAPITAL)	FC295	337	0	337	24,748	22,660	(22,323)	
 Kau Street Footpath (Capital)	FC101	0	0	0	16,748	15,334	(15,334)	
 Bierman Street Footpath (Capital)	FC102	0	0	0	18,748	18,748	(18,748)	
<b>Transport Total</b>		<b>337</b>	<b>0</b>	<b>337</b>	<b>86,993</b>	<b>81,239</b>	<b>(80,902)</b>	
<b>Footpaths Total</b>		<b>337</b>	<b>0</b>	<b>337</b>	<b>86,993</b>	<b>81,239</b>	<b>(80,902)</b>	
<b>Other Infrastructure</b>								
<b>Community Amenities</b>								
 Coastal Cemetery (Capital)	OC048	88,201	0	88,201	85,000	85,000	3,201	
<b>Community Amenities Total</b>		<b>88,201</b>	<b>0</b>	<b>88,201</b>	<b>85,000</b>	<b>85,000</b>	<b>3,201</b>	
<b>Recreation And Culture</b>								
 Leeman Foreshore Infrastructure (Capital)	OC004	21,500	0	21,500	70,000	70,000	(48,500)	
 Maley Park Infrastructure (Capital)	OC034	94,459	0	94,459	123,120	112,860	(18,401)	
 Wann Park Infrastructure (Capital)	OC035	249	0	249	0	0	249	
 Morphett Park Infrastructure (Capital)	OC042	482	0	482	0	0	482	
 Dynamite Bay Infrastructure (Capital)	OC043	49,110	0	49,110	49,000	49,000	110	
 Lakes Park (Capital)	OC046	3,356	0	3,356	0	0	3,356	
 Green Head Sports Club Other Infrastructure (Capital)	OC062	15,736	0	15,736	22,700	22,700	(6,964)	
 Lot 601 Park, Peterson Place (Capital)	OC064	18,052	0	18,052	20,000	20,000	(1,948)	
 Coorow Swimming Pool (Capital)	OC037	25,217	0	25,217	90,000	82,500	(57,283)	
 Koobabbie Precinct (Capital)	OC066	14,446	0	14,446	0	0	14,446	
<b>Recreation And Culture Total</b>		<b>242,609</b>	<b>0</b>	<b>242,609</b>	<b>374,820</b>	<b>357,060</b>	<b>(114,451)</b>	
<b>Other Infrastructure Total</b>		<b>330,810</b>	<b>0</b>	<b>330,810</b>	<b>459,820</b>	<b>442,060</b>	<b>(111,250)</b>	
<b>Capital Expenditure Total</b>		<b>2,484,441</b>	<b>0</b>	<b>2,484,441</b>	<b>3,180,332</b>	<b>2,908,560</b>	<b>(424,119)</b>	

**Level of Completion Indicators**



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

### 11.3.3 COOROW LIBRARY SERVICE

<b>Reporting Officer:</b>	Deputy Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	ADM0040 – Community Services, Library and Public Information Access, Coorow – Leeman -Green Head
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Letter and Plan form Coorow CRC
<b>Voting Requirements:</b>	Simple Majority

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#### Council Role:

<b>Executive</b>	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
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#### REPORT PURPOSE:

**To consider a proposal to transfer the Coorow Library Service to the Coorow Community Resource Centre.**

#### BACKGROUND:

The Coorow Community Resource Centre has been approached by the Shire to consider taking over the Coorow Library Service to create office accommodation in the Coorow Administration Centre suitable for the Chief Executive Officer.

#### COMMENT:

The Chief Executive Officer had an office in the Coorow Administration Centre which has now been combined with the meeting room to create a Council Chamber.

It is proposed that the Chief Executive Officer's office now be located in the room which currently houses the Coorow Library. Staff wrote to the Coorow Community Resource Centre asking them to consider taking over the library and offered the following:

- Transfer of all stock and book shelves to the CRC
- Payment of costs to transfer software and provide training to staff
- Payment of annual licensing costs and other operational costs of the library such an annual fee for lost books, freight on library exchanges and the Better Beginning Program etc
- Contribution of \$3,000 per annum towards staffing

The Coorow Community Resource Centre has considered the proposal and is willing to take over the service on the above terms. They have proposed to carry out some building remodelling and renovations to establish a suitable area to locate the library and request that the Shire make a one off payment to cover these cost.

A copy of their letter and proposed layout of the building is attached.

**STAKEHOLDER ENGAGEMENT:**

Coorow Community Resource Centre  
Geraldton Regional Library

**FINANCIAL / RESOURCE IMPLICATIONS:**

The draft 2020/21 Budget and Long Term Financial Plan can be amended to include an annual cash contribution of \$3,000 and a one off contribution of up to \$5,000.

If the library is not transferred to the Coorow Community Resource Centre, the Shire will incur additional costs to modify the existing building of approximately \$6,000.

**STATUTORY ENVIRONMENT:**

There are no statutory implications.

**POLICY IMPLICATIONS:**

Policy 3.1.1 Service Provision across the Shire states that a Library Service will be provided at the Coorow Administration Centre. This policy is currently in the process of being reviewed and changes will be recommended to Council at a future meeting.

**STRATEGIC IMPLICATIONS:**

The Strategic Community Plan includes the following relevant strategies:

- Provide social facilities and services to serve the lifestyle needs of our communities
- Work collaboratively to develop effective partnerships that benefit our communities

The Corporate Business Plan includes the provision of library services in Coorow from 8.30 am to 4.00 pm Monday to Friday, the current hours of the Coorow Community Resource Centre are 9.30 am to 4.00 pm Monday to Friday, so there will be a slight reduction in hours of operation.

Any changes to service levels will be reflected in the next review of the Corporate Business Plan.

**RISK IMPLICATION:**

There are no significant risk implications in accepting or rejecting the Officer Recommendation. If the Coorow library service is not transferred to the Coorow Community Resource Centre, modifications could be made to the Administration Centre to create an additional office.

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That:

- 1) The Coorow Library Service be transferred to the Coorow Community Resource Centre
- 2) A contribution of up to \$5,000 for renovations to the Coorow District Hall be included in the 2021/22 Budget
- 3) A contribution of \$3,000 to the Coorow Community Resource Centre be included in the 2021/22 Budget and ongoing years in the Long Term Financial Plan

It be noted that the Shire will continue to pay for the library software license, freight and other miscellaneous operating costs for the Coorow Library Service.

**CARRIED /  
Absolute Majority**



Cnr Main & Bristol Streets  
P.O. Box 123 COOROW WA 6515  
P: 08 9952 1266 F: 08 9952 1277  
E: [coordinator@coorowcrc.net.au](mailto:coordinator@coorowcrc.net.au)  
[www.facebook.com/coorowcrc](http://www.facebook.com/coorowcrc)

21<sup>st</sup> May 2020

John Merrick  
Shire of Coorow  
Main St  
Coorow, WA 6515

Dear John

The Coorow CRC has carefully considered and is supportive of the proposal from the Shire for the transfer of the Coorow Library Service.

The Coorow CRC committee and staff have investigated all possible locations for the library service and feel that the placement shown on the attached floor plan would provide the best option. The Library area will be semi divided from the new café by some of the provided book cases and will create a spacious and comfortable area, which can be divided into specific reading areas ie children's books.

This area will require some renovation work and removal of the existing storeroom (built in 2000). The Coorow CRC request an initial payment to support the Library setup of \$2,500 This will assist with replacing the carpet in the library area, paint, fixing bookcases to the walls or each other. We also request that the Shire covers the electrical costs, which are relocation of electricals from the removed walls and rewiring lights and switches for the library area.

The Coorow CRC will remove existing partition walls, repair and repaint the new library walls, relocate all office equipment and printers, supply extra furnishings etc.

If the Shire is able to assist the Coorow CRC with the set up costs of \$2500 plus electrical costs as well as the proposed \$3,000 per annum plus operational costs then the Coorow CRC will be pleased to accept the offer to operate the Coorow Library for the community of Coorow.

Kind Regards

A handwritten signature in black ink, appearing to read 'Deborah Maley', is written over a light blue horizontal line.

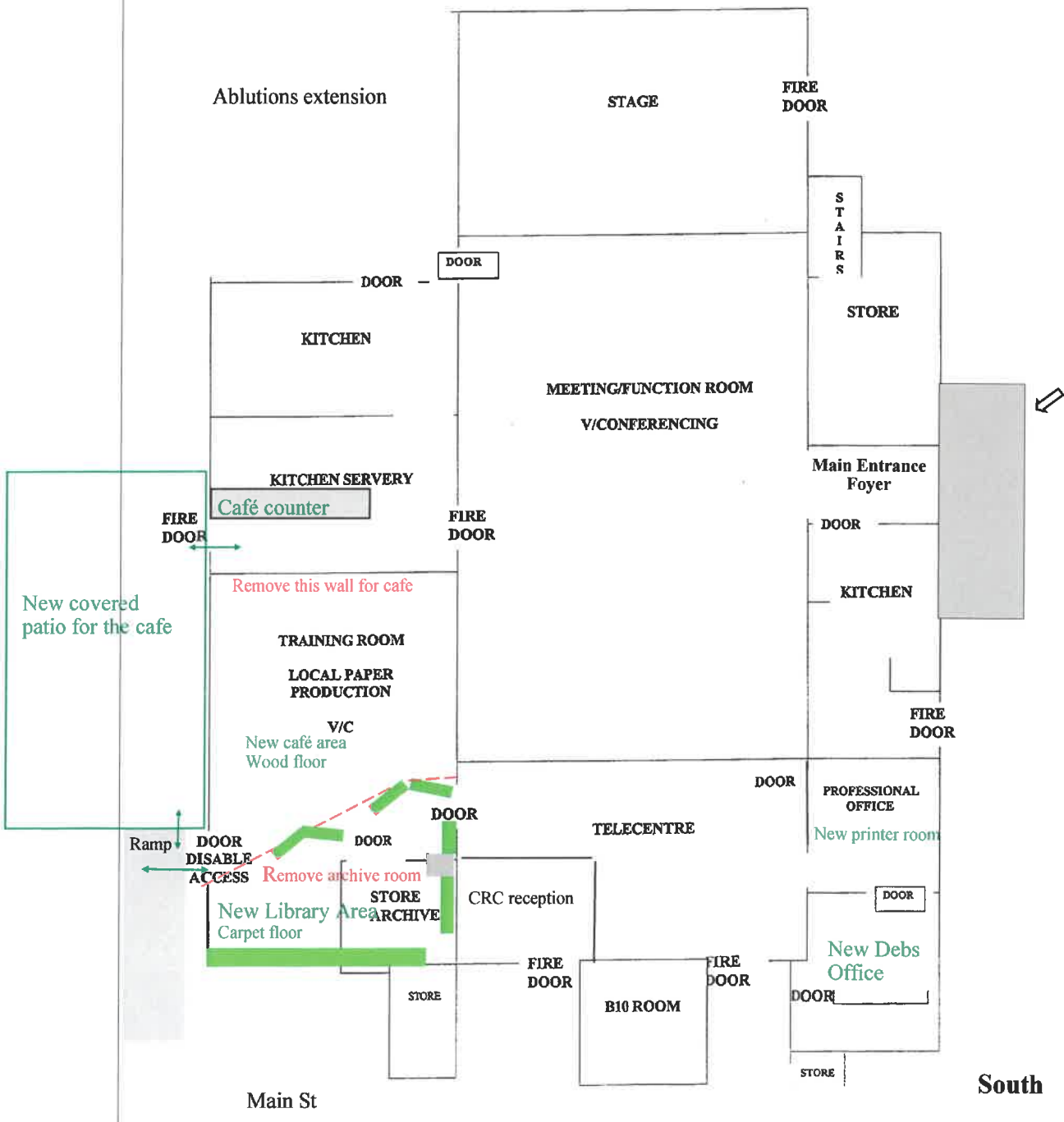
Deborah Maley  
Coordinator



# Floor Plan Coorow Hall

FEMALE TOILETS	DISABLED TOILETS	MEN'S TOILETS
-------------------	---------------------	------------------

East





### 11.3.4 COVID – 19 FINANCIAL HARDSHIP POLICY

<b>Reporting Officer:</b>	Deputy Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	ADM0437 – Corporate Management, Policy Manual
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Draft COVID 19 Financial Hardship Policy, Department of Local Government Circular N° 03-2020
<b>Voting Requirements:</b>	Simple Majority

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#### Council Role:

<b>Executive</b>	The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.
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#### REPORT PURPOSE:

Council is requested to consider a new policy to assist and support the community to meet the financial challenges arising from the COVID-19 pandemic.

#### BACKGROUND:

The Minister for Local Government, Heritage, Culture & the Arts has made an order under the Local Government Amendment (COVID-19 Response) Act 2020.

The Order relates to the following sections of the Local Government Act 1995:

- 5.27 & 5.28 - Electors General and Special Meetings
- 5.94 - Inspection of local government information
- 6.2 – Local government to prepare budget
- 6.13 – Interest on money owing to local governments
- 6.33 – Differential general rates
- 6.34 – Limit on revenue or income from general rates
- 6.35 – Minimum payment
- 6.36 – Local government to give notice of certain rates
- 6.45 – Options for payment of rates or service charges
- 6.51 – Accrual of interest on overdue rates or service charges
- 9.51 – Giving documents to local governments

#### COMMENT:

The Minister for Local Government, Heritage, Culture & the Arts is encouraging all local governments to adopt a financial hardship policy. The purpose of the policy is to address the manner in which the local government will deal with applications from ratepayers seeking relief from paying interest on their local government rates and charges.

The Western Australian Local Government Association has released a template Financial Hardship Policy. The attached draft Policy 3.2.6 COVID 19 Financial Hardship is based on this template.

**STAKEHOLDER ENGAGEMENT:**

There has been no stakeholder engagement.

**FINANCIAL / RESOURCE IMPLICATIONS:**

The Order made by the Minister means that the Shire will forgo interest income from ratepayers who successfully apply for financial hardship under the policy.

The draft budget for 2020/2021 will reflect reduced income from instalment and penalty interest.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 (as amended)

- 6.45 – Options for payment of rates or service charges
- 6.51 – Accrual of interest on overdue rates or service charges
- 6.13 – Interest on money owing to local government

**POLICY IMPLICATIONS:**

There are no other policy implications

**STRATEGIC IMPLICATIONS:**

There are no strategic implications

**RISK IMPLICATION:**

There are no risk implications

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That the attached Policy 3.2.6 COVID-19 Financial Hardship be adopted and advertised accordingly.

**CARRIED /  
Simple Majority**

## **DRAFT POLICY – COVID-19 FINANCIAL HARDSHIP**

Sub Section: Finance

Policy Number: 3.2.6

**Policy Subject: COVID-19 Financial Hardship**

Policy: This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Objectives: To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Coorow recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Guidelines:

### **Payment difficulties, hardship and vulnerability**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Coorow recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

### **Anticipated Financial Hardship due to COVID19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

### **Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Coorow of any change in circumstance that jeopardises the agreed payment schedule.

### **Interest Charges**

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of Coorow may consider writing off interest applicable to the Emergency Services Levy and/or interest previously accrued on rates and service charge debts.

### **Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

### **Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (ie verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

First Adopted:

Last Review:

### 11.3.5 2019/20 SCHEDULE OF FEES & CHARGES

<b>Reporting Officer:</b>	Deputy Chief Executive Officer
<b>Responsible Executive:</b>	Deputy Chief Executive Officer
<b>File Reference:</b>	TBA – 2020/21 annual Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Proposed 2020/21 Schedule of Fees & Charges
<b>Voting Requirements:</b>	Absolute Majority

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#### **COUNCIL ROLE**

- Executive**      The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, setting and amending budgets.

#### **REPORT PURPOSE:**

For Council to adopt its Schedule of Fees and Charges for 2020/21.

#### **BACKGROUND:**

Each year, Council is required to adopt its Schedule of Fees and Charges. Council is only able to charge those items that appear in the Schedule. It is, therefore, crucial that increases to discretionary items determined by Council are considered as part of the Budget process. Likewise, items that are charged by Council under other relevant legislation need to be checked to ensure that the legislated figures have not changed.

#### **COMMENT:**

Councillors are requested to adopt the proposed Fees and Charges for 2020/21. As a result of the West Australian Premier's request that local governments freeze all fees and charges, there have been no increases proposed.

There are several changes proposed to reduce fees as a result of the COVID 19 pandemic and the Local Government (COVID-19 Response) Order 2020:

- Halved annual season fees for winter sports groups as they have not been able to play the full season
- 0% interest on rates instalments
- \$0 rate instalment fee
- 8% penalty instalment on overdue rates

The changes are shown highlighted in yellow on the attached schedule.

#### **STAKEHOLDER ENGAGEMENT:**

Nil

**FINANCIAL / RESOURCE IMPLICATIONS:**

The reductions in interest and instalment fees as well as freezing other fees and charges will have a negative impact on the 2020/21 Budget.

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995*

**6.2.** *Local government to prepare annual budget*

**6.19** *Local government to give notice of fees and charges*

**POLICY IMPLICATIONS:**

Draft Policy 3.2.6 COVID-19 Financial Hardship will allow ratepayers to claim financial hardship as a result of COVID-19 and be exempt from paying interest on overdue rates.

**STRATEGIC IMPLICATIONS:**

Nil

**RISK IMPLICATION:**

There are not known risks with adopting the minor changes in fees and charges

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That:

1. The Fees and Charges as set out in the attached Schedule of Fees and Charges for 2020/21 be adopted; and
2. The Chief Executive Officer give local public notice of the intention to impose fees and charges from 1 July 2020 as required by section 6.19 of the Local Government Act 1995.

**CARRIED /  
Absolute Majority**

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>GOVERNANCE</b>					
<b>Freedom of Information</b>					
Application Fee		\$ 30.00	N	Set by FOI Regs 1993	3140235
Charge for Staff Member's Time Dealing with Application	per hour (pro rata)	\$ 30.00	N	Set by FOI Regs 1993	3140235
Charge for Access Time Supervised by Staff Member	per hour (pro rata)	\$ 30.00	N	Set by FOI Regs 1993	3140235
Photocopy charges - staff time	per hr (pro rata)	\$ 30.00	N	Set by FOI Regs 1993	3140235
Photocopy charges	per page	\$ 0.20	N	Set by FOI Regs 1993	3140235
Charge for time taken by staff to transcribe data between media	per hour (pro rata)	\$ 30.00	N	Set by FOI Regs 1993	3140235
Charge for duplicating a tape, film or computer information		actual cost	N	Set by FOI Regs 1993	3140235
Charge for delivery, packaging and postage		actual cost	N	Set by FOI Regs 1993	3140235
<b>GENERAL PURPOSE FUNDING</b>					
<b>Rates</b>					
Late Payment Penalty Interest		8%	N	Council in accordance with LGA 6.13	3030145
Instalment Option Interest		0.0%	N	Council in accordance with LGA 6.45	3030146
Instalment Option Admin Fee	per instalment	\$ -	N	Council in accordance with LGA 6.45	3030120
Enquiries/Orders/Requisitions Fee		\$ 81.00	Y	Council	3030121
Dishonoured Cheque Processing Fee		actual cost	Y	Council	3030201
<b>Sale of Council Publications</b>					
Electoral Roll (email pdf)	each	\$ 27.00	N	Subject to LGA Admin Reg 29B	3030221
Rate Book (email pdf)	each	\$ 100.00	N	Subject to LGA Admin Reg 29B	3030220
Agendas/Minutes (email pdf)	each	\$ 16.00	N	Council	3030221
Municipal Heritage Register (unbound)		\$ 53.00	N	Council	3030220
Building Approval Statistics (email pdf)	per annum	\$ 95.00	N	Subject to LGA Admin Reg 29B	3030220
<b>Printing/Photocopying/Faxing</b>					
<b>Black only</b>					
Photocopying per single sheet A4 Black and White	each	\$ 0.65	Y	Council	3030220
Photocopying per double side A4 Black and White	each	\$ 1.15	Y	Council	3030220
Photocopying per single sheet A3 Black and White	each	\$ 1.05	Y	Council	3030220
Photocopying per double side A3 Black and White	each	\$ 2.05	Y	Council	3030220
<b>Colour</b>					
Photocopying per single sheet A4 Colour	each	\$ 1.55	Y	Council	3030220
Photocopying per double side Colour	each	\$ 3.10	Y	Council	3030220
Photocopying per single sheet A3 Colour	each	\$ 2.60	Y	Council	3030220
Photocopying per double side A3 Colour	each	\$ 5.15	Y	Council	3030220
<b>Facsimile</b>					
Facsimile (outgoing) per minute - 1page	each	\$ 3.40	Y	Council	3030220
Facsimile (outgoing) Additional pages	each	\$ 3.40	Y	Council	3030220
Facsimile (incoming) - 1 page	each	\$ 3.40	Y	Council	3030220



## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL	
<b>LAW, ORDER, PUBLIC SAFETY</b>						
<b>Animal Control</b>						
Microchipping of Dogs and Cats	per animal	\$ 63.50	N	Council	3050235	
Registration of Cats (initial grant and renewal)	per annum	\$ 20.00	N	Cat Regs 2012	3050221	
	3 year period	\$ 42.50	N	Cat Regs 2012	3050221	
	lifetime	\$ 100.00	N	Cat Regs 2012	3050221	
Concessional annual rate if registered after 31 May up to 31 October	per annum	\$ 10.00	N	Cat Regs 2012	3050221	
Concessional Rates - Eligible Pensioners can claim a 50% discount		Note: Registration of a breeding cat must be a lifetime registration				
<b>Registration of Dogs</b>						
Dangerous dog (sterilised or unsterilised)	per annum	\$ 50.00	N	Dog Regs 2013	3050221	
	Unsterilised	per annum	\$ 50.00	N	Dog Regs 2013	3050221
	3 year period	\$ 120.00	N	Dog Regs 2013	3050221	
	lifetime	\$ 250.00	N	Dog Regs 2013	3050221	
Sterilised	per annum	\$ 20.00	N	Dog Regs 2013	3050221	
	3 year period	\$ 42.50	N	Dog Regs 2013	3050221	
	lifetime	\$ 100.00	N	Dog Regs 2013	3050221	
Concessional Rates - Eligible Pensioners can claim a 50% discount						
Guide dogs		nil	N	Dog Regs 2013	3050221	
Dogs used for droving or tending stock		*	N	Dog Regs 2013	3050221	
Dogs owned by pensioners		**	N	Dog Regs 2013	3050221	
Foxhounds, bona fide kept together in a kennelled pack of >= 10	per pack	\$ 40.00	N	Dog Regs 2013	3050221	
Registration after 31 May in any year		**	N	Dog Regs 2013	3050221	
Dogs kept in an approved kennel, where not otherwise registered	per establishment	\$ 200.00	N	Dog Regs 2013	3050221	
State Emergency Services tracker dogs		\$ 1.00	N	Dog Regs 2013	3050221	
* 25% of fee otherwise payable ** 50% of fee otherwise payable						
Seizure & Impounding of Animal		\$ 126.00	N	Council	3050240	
Daily Sustenance	per animal	\$ 23.00	Y	Council	3050220	
Surrender and/or Destruction of Dog/Cat		\$ 124.00	N	Council	3050222	
Hire of Dog Barking Collar	per week	\$ 33.00	N	Council	3050235	
Replacement of Dog/Cat Licence Tag		\$ 4.30	N	Council	3050235	
Replacement of Dog/Cat Name Tag		\$ 4.30	N	Council	3050235	
Inspection of Register		\$ 4.00	N	Council	3050235	
Certified copy of an entry in the register		\$ 6.15	N	Council	3050235	
Daily Sustenance - Livestock		\$ 23.00	Y	Council	3050220	
Impounding of Cattle, Horses, Pigs and the like *		\$ 242.00	N	Council	3050240	
Impounding of Sheep, Goats and the like #		\$ 74.00	N	Council	3050240	
* with an additional charge of \$2.20 per km for each km that each animal needs to be driven to a pound after the first km plus a daily charge of \$22.00 per day after the first day						
# with an additional charge of \$2 per km for each km that each animal needs to be driven to a pound after the first km plus a daily charge of \$5.00 per day after the first day.						

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Impounding Fees - Vehicles</b>					
Towing Fee	per km	\$ 2.25	Y	Council	3050340
Holding Fee	per day	\$ 13.00	N	Council	3050340
<b>HEALTH</b>					
<b>Coorow Medical Centre</b>					
Professional Hiring of Premises Fee	per day	\$ 42.00	Y	Council	3070435
<b>Treatment of Sewage and Disposal of Effluent and Liquid Waste</b>					
Application Fee for the Approval of an Apparatus		\$ 118.00	N	Health (Treatment of Sewage and Disposal of	3070420
Issuing Fee for a 'Permit to Use an Apparatus'		\$ 118.00	N	Effluent and Liquid Waste) Regulations 1974	3070420
<b>Premises Serving Food</b>					
Food Act Application Fee	per application	\$ 210.00		Food Regulations 2009	3070421
Food Act Registration Fee (as resolved by Council)	per premises, per annum	\$ 59.00	N	Council	3070421
<b>Offensive Trades</b>					
<u>Licenses</u>					
Slaughterhouses		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Piggeries		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Artificial Manure Depots		\$ 211.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Bone Mills		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Places for Storing, Drying or Preserving Bones		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Fat Melting, Fat Extracting or Tallow Melting Establishments:					
- Butcher Shops and Similar		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
- Larger Establishments		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Blood Drying		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Gut Scraping, Preparation of Sausage Skins		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Fellmongeries		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Manure Works		\$ 211.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Fish Curing Establishments		\$ 211.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Laundries, Dry-cleaning Establishments		\$ 147.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Bone Merchant Premises		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Flock Factories		\$ 171.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Knackeries		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Poultry Processing Establishments		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Poultry Farming		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Rabbit Farming		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Fish Processing Establishment in which Whole Fish are Cleaned and Prepared		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Shellfish and Crustacean Processing Establishments		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421
Any other offensive trade not specified		\$ 298.00	N	Health (Offensive Trades Fees) Regs 1976	3070421

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>HOUSING</b>					
<b>Rent from Council Housing Leased to non-staff</b>					
Leeman Properties	per week	\$ 369.00	N	Council	3090220
Coorow Properties	per week	\$ 210.00	N	Council	3090220
<b>Rent from Aged Accommodation Units</b>					
<b>Leeman Aged Units</b>					
Units 1 & 4 - 2 bedroom	per week		N	As per joint venture agreement	3080620
Units 2 & 3 - 1 bedroom	per week		N	As per joint venture agreement	3080620
<b>Coorow Aged Units</b>					
Units 1 & 2 - 2 bedroom	per week		N	As per joint venture agreement	3080620
Bond chargeable max of 4 weeks rent plus pet bond of \$260					
<b>Rent from Council Housing Leased to Staff</b>	per week	50% market value	N	Council	3090120
<b>COMMUNITY AMENITIES</b>					
<b>Leeman and Green Head Cemetery</b>					
Grave digging to a depth of 1.8 metres:					
Ordinary (adult) grave	on application	\$ 555.00	Y	Council	3100720
Child (under 7 years) grave	on application	\$ 415.00	Y	Council	3100720
Stillborn child grave	on application	\$ 350.00	Y	Council	3100720
Grave digging deeper than 1.8 metres:					
First additional 0.3 metre		\$ 75.00	Y	Council	3100720
Second additional 0.3 metre		\$ 95.00	Y	Council	3100720
Third additional 0.3 metre		\$ 115.00	Y	Council	3100720
Each additional 0.3 metre thereafter		\$ 20.00	Y	Council	3100720
Re-opening a grave for each interment or exhumation:					
Ordinary (adult) grave		\$ 555.00	Y	Council	3100720
Child (under 7 years) grave		\$ 415.00	Y	Council	3100720
Stillborn child grave		\$ 350.00	Y	Council	3100720
Removal of kerbing, tiles, etc if necessary according to time required	per man hour	\$ 60.00	Y	Council	3100720
Any brick grave		\$ 380.00	Y	Council	3100720
Any vault		\$ 115.00	Y	Council	3100720
Interment of ashes in a grave		\$ 115.00	Y	Council	3100720
Extra charges:					
Interment without due notice		\$ 60.00	Y	Council	3100720
Late arrival at cemetery gates		\$ 30.00	Y	Council	3100720
Exhumations in addition to re-opening fee		\$ 555.00	Y	Council	3100720

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Land for Burial:</b>					
Single plot (2.4 x 1.2 metres)		\$ 160.00	Y	Council	3100720
Double plot (2.4 x 2.4 metres)		\$ 320.00	Y	Council	3100720
Triple plot (2.4 x 3.5 metres)		\$ 480.00	Y	Council	3100720
<b>Niche Wall:</b>					
Compartment for ashes		\$ 160.00	Y	Council	3100721
Interment of ashes into compartment		\$ 110.00	Y	Council	3100721
Permission to erect nameplate		\$ 12.00	N	Council	3100721
Erection of nameplate		\$ 60.00	Y	Council	3100721
<b>Miscellaneous Charges:</b>					
Permission to erect anyheadstone, monument or kerbing (Shire to be notified - Manager Works and Services to authorise beforehand)		\$ 55.00	N	Council	3100722
Permission to erect nameplate		\$ 12.00	N	Council	3100721
Registration of "Transfer of Form of Grant of Right of Burial"		\$ 20.00	Y	Council	3100720
Copy of "Grant of Burial"		\$ 20.00	Y	Council	3100720
Grave number plate		\$ 26.00	Y	Council	3100720
Undertakers/Monumental licence fee		\$ 23.00	N	Council	3100722
Making a search in register	per 1/2 hour	\$ 16.00	N	Council	3100720
<b>Trading in Public Places</b>					
Stallholders Permit	per event	\$ 62.00	N	Council	3100621
Traders Permit Application		\$ 62.00	N	Council	3100620
Traders Permit	per annum	\$ 530.00	N	Council	3100621
	per week	\$ 108.00	N	Council	3100621
	per month	\$ 318.00	N	Council	3100621
<b>Rubbish Charges</b>					
Domestic Rubbish (Weekly rubbish/fortnightly recycling - 240L Bins)		\$ 326.00	N	Council	3100120
Pensioner Domestic Rubbish (Weekly rubbish/fortnightly recycling - 240L Bins)		\$ 277.00	N	Council	3100120
Commercial Rubbish (240L Bin)		\$ 326.00	N	Council	3100200
Commercial Rubbish (1.5m3 Bulk Bin)		\$ 1,333.00	N	Council	3100200
Commercial Rubbish (3m3 Bulk Bin)		\$ 3,075.00	N	Council	3100200
<i>NB: Commercial charges based on cost recovery.</i>					
<b>Leeman Septage Pond</b>					
Waste Water Charges	per litre	\$ 0.06	N	Council	3100320

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>General Refuse Tipping Charges - Ratepayers &amp; Residents</b>					
Asbestos Cement Disposal (by Prior Arrangement Only)					
Minimum Charge		\$ 116.00	Y	Council	3100220
Volume Charge	per m3	\$ 116.00	Y	Council	3100220
Metal Scrap		free *	Y	Council	3100123
Car Bodies		free *	Y	Council	3100123
Uncontaminated Green Waste		free *	Y	Council	3100123
Clean Fill		free #	Y	Council	3100123
Clean Up of Wastes Not Dumped in Correct Location or not Segregated		at cost ##	Y	Council	3100123
Vehicle Tyres (off rim - rims are to go to metal dump area)					
Car	per tyre	\$ 5.80	Y	Council	3100123
Light Commercial	per tyre	\$ 8.40	Y	Council	3100123
4WD Vehicle	per tyre	\$ 8.40	Y	Council	3100123
Truck	per tyre	\$ 16.80	Y	Council	3100123
All Other Vehicles	per tyre	commercial rate	Y	Council	3100123
* if disposed of with care in correct locality and segregated from other wastes					
# if disposed of with care in correct locality where it can easily be used for coverage of waste					
## cost of clean up at private hire rates + charges on assessed loose volume of waste					
<b>General Refuse Tipping Charges - Entities Outside the Shire</b>					
General Refuse - loose	per m3	\$ 22.00		Council	3100123
General Refuse - compacted	per m3	\$ 38.00		Council	3100123
Asbestos Cement Disposal (by Prior Arrangement Only)					
Minimum Charge		\$ 116.00	Y	Council	3100220
Volume Charge	per m3	\$ 116.00	Y	Council	3100220
Metal Scrap	per m3	commercial arrangements	Y	Council	3100202
Car Bodies	per m3	commercial arrangements	Y	Council	3100202
Uncontaminated Green Waste	per m3	commercial arrangements	Y	Council	3100202
Clean Fill	per m3	commercial arrangements	Y	Council	3100202
Clean Up of Wastes Not Dumped in Correct Location or not Segregated		at cost ##	Y	Council	3100202
Vehicle Tyres (off rim - rims are to go to metal dump area)					
Car	per tyre	\$ 5.80	Y	Council	3100202
Light Commercial	per tyre	\$ 8.40	Y	Council	3100202
4WD Vehicle	per tyre	\$ 8.40	Y	Council	3100202
Truck	per tyre	\$ 16.80	Y	Council	3100202
All Other Vehicles	per tyre	commercial arrangements	Y	Council	3100202
## cost of clean up at private hire rates + charges on assessed loose volume of waste					

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Refuse Tipping Charges - Business Users, Non-Resident Users, Farm Users, Building and Demolition Wastes</b>					
General Mixed Waste (where not collected by Council's Refuse Collector)					
Minimum Charge	per load	\$ 22.00	Y	Council	3100202
Volume Charge (loose volume)	per m3	\$ 22.00	Y	Council	3100202
Fencing Wire (from farms or otherwise)					
Minimum Charge	per load	\$ 65.00	Y	Council	3100202
Volume Charge (loose volume)	per m3	\$ 65.00	Y	Council	3100202
Out of Hours Tip Access	per annum	\$ 44.00	Y	Council	3100202
Key Bond (refundable on key return) *		\$ 100.00	N	Council	T101
<i>* key only available to Commercial tip users once they have demonstrated that their business activities would be adversely affected if increased tip access was not granted</i>					
<b>Planning Services Fees</b>					
Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is:					3100620
a) Not more than \$50,000		\$ 147.00	N	Planning & Development Regs 2009 - Schedule 2	
b) More than \$50,000 but not more than \$500,000					
Percentage of Estimated Development Cost		0.32%	N	Planning & Development Regs 2009 - Schedule 2	
c) More than \$500,000 but not more than \$2.5 million					
Minimum Fee		\$ 1,700.00	N	Planning & Development Regs 2009 - Schedule 2	
Additional Percentage for every \$1 in excess of \$500,000		0.257%	N	Planning & Development Regs 2009 - Schedule 2	
d) More than \$2.5 million but not more than \$5 million					
Minimum Fee		\$ 7,161.00	N	Planning & Development Regs 2009 - Schedule 2	
Additional Percentage for every \$1 in excess of \$2.5 million		0.206%	N	Planning & Development Regs 2009 - Schedule 2	
e) More than \$5 million but not than \$21.5 million					
Minimum Fee		\$ 12,633.00	N	Planning & Development Regs 2009 - Schedule 2	
Additional Percentage for every \$1 in excess of \$5 million		0.123%	N	Planning & Development Regs 2009 - Schedule 2	
f) More than \$21.5 million		\$ 34,196.00	N	Planning & Development Regs 2009 - Schedule 2	
<i>Note: If development has commenced or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial applic</i>					
Amended plans (this applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire)					
Minimum Fee		\$ 97.00	N	Planning & Development Regs 2009 - Schedule 2	
Percentage of the Original Application Fee		66%	N	Planning & Development Regs 2009 - Schedule 2	
Single House - Residential Design Codes performance criteria or Town Planning Scheme variation assessment					
Minimum		\$ 147.00	N	Planning & Development Regs 2009 - Schedule 2	
Maximum		\$ 730.00	N	Planning & Development Regs 2009 - Schedule 2	
Demolition where Planning Approval Required					
		\$147.00	N	Planning & Development Regs 2009 - Schedule 2	

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
Application for approval of home based business/occupation (including cottage industry & short term accommodation) or other Planning Approval					
Initial Fee		\$ 222.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Annual Renewal Fee		\$ 73.00	N	Planning & Development Regs 2009 - Schedule 2	3100621
Penalty if home based business has already commenced, or if approval to be renewed has expired		\$444.00	N	Planning & Development Regs 2009 - Schedule 2	3100640
Application for change of use or for alteration or extension or change of a non-conforming use which Determination of Development Application Fees does not apply to					
Penalty if the change of use or the alteration or extension or change of the non-conforming use has commenced		\$590.00	N	Planning & Development Regs 2009 - Schedule 2	3100640
Extension of current Planning Approval					
		\$131.00	Y	Planning & Development Regs 2009 - Schedule 2	3100620
Relocation of building envelope					
		\$147.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Determination of Development Application for an extractive industry					
Initial Fee		\$ 739.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Penalty if development has commenced or been carried out		\$ 1,478.00	N	Planning & Development Regs 2009 - Schedule 2	3100640
Provision of a subdivision clearance					
Not more than 5 lots	per lot	\$ 73.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
More than 5 lots but not more than 195 lots	per lot for first 5 lots / per lot thereafter	\$73.00/\$35.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
More than 195 lots		\$ 7,393.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Issue of zoning certificate					
	per certificate	\$ 73.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Reply to a property settlement request					
	per reply	\$ 73.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Issue of written planning advice					
	per advice	\$ 73.00	N	Planning & Development Regs 2009 - Schedule 2	3100620
Minor Scheme Amendment (i.e. an amendment that involves only textual changes or rectifies a zoning anomaly) *					
		\$ 4,023.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<i>* fee is inclusive of all associated advertising charges with 50% refundable if not advertised</i>					
Major Scheme Amendment (i.e. an amendment that involves a zoning change) *					
		\$ 7,377.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<i>* fee is inclusive of all associated advertising charges with 50% refundable if not advertised</i>					

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar *		\$ 3,348.00	Y	Planning & Development Regs 2009 - Section 48	3100620
Modifications to Plans once approval given		\$ 1,077.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<i>* fee is inclusive of all associated advertising charges with 50% refundable if not advertised</i>					
Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar *		\$ 6,043.00	Y	Planning & Development Regs 2009 - Section 48	3100620
Modifications to Plans once approval given		\$ 2,147.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<i>* fee is inclusive of all associated advertising charges with 50% refundable if not advertised</i>					
Detailed Area Plan		\$ 932.00	Y	Planning & Development Regs 2009 - Section 48	3100620
Issue of Section 40 certificate		\$ 73.00	N	Planning & Development Regs 2009 - Section 48	3100620
Road / R.O.W. / P.A.W. request for closure *		\$ 657.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<i>* fee is inclusive of all associated advertising charges</i>					
<b>Advertising</b>					
Onsite signage	per sign	\$ 323.00	Y	Planning & Development Regs 2009 - Section 48	3100620
Newspaper advertising	per advertisement	\$ 323.00	Y	Planning & Development Regs 2009 - Section 48	3100620
CD digital copy of planning document		\$ 26.00	Y	Planning & Development Regs 2009 - Section 48	3100620
Pre-strata inspection		\$ 329.00	Y	Planning & Development Regs 2009 - Section 48	3100620
<b>Council Planning Fees</b>					
Purchase of Town Planning Scheme/Strategy text		\$ 66.00	N	Council	3100622
<i>* electronic copies free from both WAPC and Council websites</i>					
<b><u>RECREATION AND CULTURE</u></b>					
<b>Community &amp; Recreation Centre Hire - Maley Park, Leeman Recreation Centre &amp; Green Head Community Centre</b>					
<b>Complete Social Area including Kitchen/Hall/Ablutions</b>					
Hourly Rate	per hour	\$ 32.80	Y	Council	3110120
Half Day Rate (4 hours)	per half day	\$ 86.00	Y	Council	3110120
Full Day Rate (4 hours +)	per day	\$ 163.00	Y	Council	3110120
Annual Fee - Green Head Church Group	per year	\$ 163.00	Y	Council	3110120
Green Head Annual Easter Art Exhibition	per event	\$ 111.00	Y	Council	3110120
Green Head/Leeman Seniors - Social Lolly Days	per session	\$ 16.40	Y	Council	3110120
Leeman/Green Head Belly Dance Group	per session	\$ 16.40	Y	Council	3110120
** Surcharge (Cabarets, Socials, etc.)	per hour	\$ 95.00	Y	Council	3110120
Leeman Bowling Club - use of kitchen for special events	per event	-	N	Council	
Shire of Coorow Based Community Group One Off Functions	per day	-	N	Council	
<i>** As per Policy Manual, charged when building is left in an unsatisfactory condition and requires additional cleaning eg shampooing of carpets, washing of floors.</i>					



## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Change Rooms</b>					
Used in conjunction with Function Centre or for Babysitting purposes or as Overnight Sleeping Area.		\$ 42.00	Y	Council	3110120
<b>Bonds (Refundable)</b>					
Facility Hire Bond		\$ 320.00	N	Council	T500
Key Bond		\$ 54.00	N	Council	T500
<b>Coorow Swimming Pool</b>					
Casual Admission - Adult		\$ 4.00	Y	Council	3110220
Casual Admission - Child		\$ 2.00	Y	Council	3110220
Casual Admission - Adult Spectator		\$ 1.00	Y	Council	3110220
Season Ticket - Family		\$ 168.00	Y	Council	3110220
Season Ticket - Adult		\$ 124.00	Y	Council	3110220
Season Ticket - Child		\$ 39.00	Y	Council	3110220
Half Season Ticket - Family		\$ 96.00	Y	Council	3110220
Half Season Ticket - Adult		\$ 66.00	Y	Council	3110220
Half Season Ticket - Child		\$ 23.00	Y	Council	3110220
Hire of Pool for Private Functions (with Pool Manager in attendance)	per hour	\$ 80.00	Y	Council	3110220
<b>Sports Club Hire of Function Centres &amp; Grounds</b>					
Coorow Hockey Club	per season	\$ 165.00	Y	Council	3110320
(Entitled to 2 training nights per week, home games and special functions)					
Coorow Latham Netball Club	per season	\$ 165.00	Y	Council	3110320
(Entitled to 2 training nights per week, home games and special functions)					
Coorow Latham Cricket Club	per season	\$ 330.00	Y	Council	3110320
(Entitled to 2 training nights per week, home games and special functions)					
Coorow Latham Football Club	per season	\$ 272.50	Y	Council	3110320
(Entitled to 2 training nights per week and home games, special functions and monthly meetings.)					
Coorow Tennis Club	per season	\$ 545.00	Y	Council	3110320
(Use of function centre for pennants and club fixtures.)					
Other Sports Clubs Training Sessions	per hour	\$ 6.00	Y	Council	3110320
All other Sporting Groups that use Leeman Rec Centre	per season	\$ 330.00	Y	Council	3110320
<b>Crockery, Cutlery &amp; Furniture (for use outside Council facilities)</b>					
Hire of crockery (as available)	per setting of 50	\$ 43.00	Y	Council	3110120
Hire of additional crockery (as available)	per setting of 10	\$ 17.00	Y	Council	3110120
Hire of cutlery (as available)	per setting of 50	\$ 43.00	Y	Council	3110120
Hire of additional cutlery (as available)	per setting of 10	\$ 17.00	Y	Council	3110120
Hire of Tables/Trestles	per table	\$ 17.00	Y	Council	3110120
Hire of Chairs	per chair	\$ 1.75	Y	Council	3110120
Breakages		at cost	Y	Council	

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Leases</b>					
<u>Leeman</u>					
Leeman Country & Sporting Club (expires 6 Jan 2034)		\$ 120.00	Y	Council	3110122
Leeman Volunteer Sea Rescue Group (expires 31 Dec 2029)		\$ 11.00	Y	Council	3130820
Stephen Small (Lot 52 Thomas Street) (expires 3 November 2021)		\$ 500.00		Council	3130820
Lot 53A Thomas Street (Blom & Buckeridge)		\$ 2,050.00	Y	Council	3130820
Lot 53B Thomas Street (Geraldton Fishermens Coop)		\$ 2,050.00		Council	3130820
Lot 53C (expired 30 June 2017)		\$ 2,050.00	Y	To be advertised - commercial rates	3130820
St John Ambulance (expires 30 June 2032)		\$ 22.00	Y	Council	
<u>Green Head</u>					
RL & MA Alexander (Lot 395) expires 30 Sep 2022		\$ 2,353.40	Y	Council	3130820
St John Ambulance (expires 30 June 2032)		\$ 22.00	Y	Council	3130820
Green Head Men's Shed (expires 30 Nov 2023)		-	Y	Council	3130820
Telstra Tower Lease (Lot 709) (paid Jul each year) expires 1 Jul 2021		\$ 5,580.00	Y	Council	3110420
Green Head Sporting Club (expires 30 June 2031)		\$ 120.00	Y	Council	3110122
<u>Coorow</u>					
Coorow Bowling Club (expires 30 June 2031)		\$ 120.00	Y	Council	3110122
Coorow Golf Club (expires 30 June 2031)		\$ 120.00	Y	Council	3110122
Coorow Community Resource Centre (expires 31 Dec 2023)		\$ 16.00	Y	Council	3110122
Coorow Hotel CCLI (Leach Drain easement)		\$ 660.00	Y	Council	3130820
<b>Library Services</b>					
Lost/Damaged Items		at cost	N	Council	3110501
<b><u>ECONOMIC SERVICES</u></b>					
<b>Coorow Caravan Park (Council Owned)</b>					
Powered Site and Water (includes 2 persons)	per week	\$ 135.00	Y	Council	3130220
Powered Site and Water (includes 2 persons)	per day	\$ 25.00	Y	Council	
Additional Persons	per day	\$ 5.00	Y	Council	
Tent Site (unpowered)	per day	\$ 10.00	Y	Council	
Casual (non resident) Shower	per person daily	\$ 6.00	Y	Council	
<b><i>Stay two nights - pay for one special to apply all year round</i></b>					
<b><i>Maximum 12 week stay at any time.</i></b>					
<b>Milligan Island Coastal Node</b>					
Overnight site fee	per night	\$ 15.00	Y	Council	3130220

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Caravan Park Annual License Fee</b>					
<u>Leeman Caravan Park</u>					
125 x Caravan Sites @ \$6.00 each = \$750		\$ 750.00	N	Caravan Parks & Camping Grounds Regs 1997	3130220
20 x Camp Sites @ \$3.00 each = \$60		\$ 60.00			
0 x Overflow Sites @ \$1.50 each = \$0		\$ -			
<u>Green Head Caravan Park</u>					
70 x Caravan Sites @ \$6.00 each = \$420		\$ 420.00	N	Caravan Parks & Camping Grounds Regs 1997	3130220
0 x Overflow Sites @ \$1.50 each = \$0		\$ -			
<u>Half Way Mill Road House Caravan Park</u>					
8 x Caravan Sites @ \$6.00 each = \$48	minimum fee	\$ 200.00	N	Caravan Parks & Camping Grounds Regs 1997	3130220
0 x Camp Sites @ \$3.00 each = \$0					
0 x Overflow Sites @ \$1.50 each = \$0					
Application for or renewal of license - same as annual fees above					
Additional penalty fee for renewing license after expiry		\$ 20.00	N	Caravan Parks & Camping Grounds Regs 1997	3130240
Shire of Coorow Overflow Sites					
	per site per night	\$ 25.00	Y	Council	3130220
<b>Standpipes</b>					
Public Standpipe System Access Card Bond	per annum	\$ 70.00	N	Council	T012
Minimum charge for water taken from Standpipe		\$ 20.00	N	Council	3130821
Public Standpipe Water Charges	per Kilolitre (1,000 litres)	\$ 5.40	N	Council	3130821
<b>Building Fees</b>					
Building Permit Fee - Class 1 or 10 building or incidental structure					
Percentage of Proposed Building Cost (min. \$105 fee)		0.19%	N	Building Regs 2012	3130320
Building Permit Fee - Class 2 to 9 building or incidental structure					
Percentage of Proposed Building Cost (min. \$105 fee)		0.09%	N	Building Regs 2012	
Building Permit Fee - uncertified application (min. \$105 fee)					
		0.32%	N	Building Regs 2012	
Demolition Permit Fee - Class 1 or 10 building or incidental structure					
		\$ 105.00	N	Building Regs 2012	
Demolition Permit Fee - Class 2 to 9 building or incidental structure					
	per storey	\$ 105.00	N	Building Regs 2012	
Permit Extension Fee					
		\$ 105.00	N	Building Regs 2012	
Occupancy Permit Fee - for a completed building					
		\$ 105.00	N	Building Regs 2012	
Temporary Occupancy Permit Fee - for an incomplete building					
		\$ 105.00	N	Building Regs 2012	
Modification/Replacement Occupancy Permit Fee					
		\$ 105.00	N	Building Regs 2012	
Occupancy Permit or Building Approval Certificate - strata scheme					
(minimum \$115 fee)	per strata unit	\$ 11.60	N	Building Regs 2012	
Occupancy Permit for Building with Unauthorised Work					
Percentage of Proposed Building Cost (min. \$105 fee)		0.18%	N	Building Regs 2012	
Building Approval Certificate for Building with Unauthorised Work					
Percentage of Proposed Building Cost (min. \$105 fee)		0.38%	N	Building Regs 2012	
Application obtain a Building Standard Declaration					
	per declaration	\$ 2,160.15	N	Building Regs 2012	

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
Building Application for use of Battery Operated Smoke Alarm	per application	\$ 179.40		Building Regs 2012	
Swimming Pool Enclosure Inspections (minimum every 4 years)		\$ 57.45	N	Building Regs 2012	
<b>BCITF Levy</b>					
Percentage of Proposed Building Cost > \$20,000		0.20%	N	Building & Construction Ind. Training Levy Act 1990	T002
<b>Building Services Levy</b>					
re building permit <= \$45,000		\$ 61.65	N	Building Act 2011 (Building Commission website)	T014
re building permit > \$45,000	% value of work	0.137%	N	Building Act 2011 (Building Commission website)	T014
re demolition permit <= \$45,000		\$ 61.65	N	Building Act 2011 (Building Commission website)	T014
re demolition permit > \$45,000	% value of work	0.137%	N	Building Act 2011 (Building Commission website)	T014
re occupancy permit / build. approval cert for unauthorised work (s51 of the Act) <= \$45k		\$ 123.30	N	Building Act 2011 (Building Commission website)	T014
re occupancy permit / build. approval cert for unauthorised work (s51 of the Act) > \$45k	% value of work	0.274%	N	Building Act 2011 (Building Commission website)	T014
re occupancy permit / build. Approval cert for approved building work <= \$45k		\$ 61.65	N	Building Act 2011 (Building Commission website)	T014
re occupancy permit / build. Approval cert for approved building work > \$45k	% value of work	\$ 61.65	N	Building Act 2011 (Building Commission website)	T014
<b>Footpath/Kerbing Bond (Trust)</b>		\$ 500.00	N	Council	T007
<b>Charge out Costs to other Councils for Regulatory Services</b>					
Ranger Services Hourly Rate	per hour	\$ 84.00		Council	3050223
Mileage	per km	\$ 1.15	Y	Council	3050223
<b>OTHER PROPERTY &amp; SERVICES</b>					
<b>Private Works Charges - Hourly Plant Rates (Standard) Wet Hire Only</b>					
Any utility vehicle (with operator)	per hour	\$ 84.00	Y	Council	3140120
Bobcat	per hour	\$ 105.00	Y	Council	3140120
D6H Dozer	per hour	\$ 246.00	Y	Council	3140120
Maintenance Grader	per hour	\$ 210.00	Y	Council	3140120
Construction Grader	per hour	\$ 250.00	Y	Council	3140120
Cat 950 Loader	per hour	\$ 190.00	Y	Council	3140120
Cat 926 Loader (coast)/Backhoe	per hour	\$ 150.00	Y	Council	3140120
Tree Saw with Loader	per hour	\$ 270.00	Y	Council	3140120
Semi or 8 Wheeler	per hour	\$ 175.00	Y	Council	3140120
Road Train or 8 Wheeler plus Trailer	per hour	\$ 215.00	Y	Council	3140120
4x2 Tip Trucks/Tractor/Slasher/Broom	per hour	\$ 130.00	Y	Council	3140120
Multi Wheel Roller	per hour	\$ 160.00	Y	Council	3140120
Vibrating Roller	per hour	\$ 160.00	Y	Council	3140120
Works Supervisor/ Manager Works and Services	per hour	\$ 135.00	Y	Council	3140120
Portable Toilet	per day	\$ 50.00	Y	Council	3140120
Box Trailer, dual trailer, chain saw, compactor/pedestrian roll, cement mixer and non powered tools including gardening tools and ladders		not permitted	Y	Council	

## SHIRE OF COOROW 2020/2021 FEES AND CHARGES

		Fee/Charge	GST Incl.	Authority to set Fee	GL
<b>Private Works Charges - Hourly Plant Rates (Non Profit Community Groups)</b>					
Any utility vehicle (with operator)	per hour	\$ 79.00	Y	Council	3140120
Bobcat	per hour	\$ 69.00	Y	Council	3140120
D6H Dozer/Construction Grader	per hour	\$ 163.00	Y	Council	3140120
Maintenance Grader/Cat 950 Loader	per hour	\$ 116.00	Y	Council	3140120
Cat 926 Loader (coast)	per hour	\$ 106.00	Y	Council	3140120
Tree Saw with Loader	per hour	\$ 168.00	Y	Council	3140120
Backhoe	per hour	\$ 90.00	Y	Council	3140120
Semi or 8 Wheeler	per hour	\$ 175.00	Y	Council	3140120
Road Train or 8 Wheeler plus Trailer	per hour	\$ 215.00	Y	Council	3140120
4x2 Tip Trucks	per hour	\$ 74.00	Y	Council	3140120
Tractor/Slasher/Broom /Vibrating Roller	per hour	\$ 89.00	Y	Council	3140120
Multi Wheel Roller	per hour	\$ 89.00	Y	Council	3140120
Works Supervisor/ Manager Works and Services	per hour	\$ 89.00	Y	Council	3140120
Portable Toilet	per day	\$ 42.00	Y	Council	3140120
Box Trailer, dual trailer, chain saw, compactor/pedestrian roll, cement mixer and non powered tools including gardening tools and ladders		not permitted	Y	Council	
<b>Private Works Charges - Hourly Plant Rates (Staff as per Council Policy)</b>					
D6H Dozer , Construction Grader, Maintenance Grader, Cat 950 Loader	per hour	not permitted	Y	Council	
Bobcat, Cat 926 Loader (coast), Backhoe, 4x2 Tip Trucks	per hour	\$ 13.00	Y	Council	3140120
Semi or 8 Wheeler	per hour	\$ 170.00	Y	Council	3140120
Road Train or 8 Wheeler plus Trailer	per hour	\$ 210.00	Y	Council	3140120
Tractor/Slasher/Broom/Tree Saw with Loader/Roller/Chainsaw	per hour	not permitted	Y	Council	
Works Supervisor/ Manager Works and Services	per hour	not permitted	Y	Council	
Box Trailer , Dual Trailer, Compactor/Pedestrian Roller, Cement Mixer	per day	\$ 11.60	Y	Council	3140120
Non Powered Tools including Gardening Tools and Ladders	per day	\$ 11.60	Y	Council	3140120
Portable Toilet	per day	\$ 38.00	Y	Council	3140120
<b>Private Works Charges - Materials (Standard)</b>					
Sand/Gravel	per m3	\$ 23.00	Y	Council	3140120
Blue Metal		* cost price plus handling	Y	Council	3140120
Sale of Camp Ovens	each	\$ 50.00		Council	3140420
<b>Private Works Charges - Materials (Non Profit Community Groups)</b>					
Sand/Gravel	per m3	\$ 16.00	Y	Council	3140120
Blue Metal		* cost price plus handling	Y	Council	3140120
<b>Private Works Charges - Materials (Staff as per Council Policy)</b>					
Sand/Gravel	per m3	\$ 3.20	Y	Council	3140120
Blue Metal		* cost price plus handling	Y	Council	3140120

12. **QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN:**
13. **URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION:**
14. **MATTERS BEHIND CLOSED DOORS:**
15. **DATE OF NEXT MEETING:**

15.1 ORDINARY MEETING OF COUNCIL

***Ordinary Meeting***

Next meeting of Council will be held on Wednesday 15 July 2020 from 5.00 pm. (Meeting to be held in Coorow)

16. **CLOSURE:**

There being no further business the President, Cr Girando closed the meeting at            pm