



# **AGENDA**

FOR THE

ORDINARY MEETING  
OF COUNCIL

TO BE HELD ON

**WEDNESDAY 9 DECEMBER 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, 9 DECEMBER 2020**

**SHIRE OF COOROW**

**COUNCIL CHAMBERS**



**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: .....	5
5.	APPICATION FOR LEAVE OF ABSENCE: .....	5
6.	DECLARATION OF INTEREST: .....	5
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS: .....	5
8.	CONFIRMATION OF MINUTES .....	6
8.1	ORDINARY MEETING HELD WEDNESDAY 18 NOVEMBER 2020 HELD AT THE LEEMAN RECREATION CENTRE .....	6
9.	ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION:.....	6
10.	MATTER FOR WHICH MEETING MAY BE CLOSED; .....	6
11.	REPORTS: .....	7
11.1	ACTING CHIEF EXECUTIVE OFFICER: .....	7
11.1.1	APPLICATION TO PERFORM COMMERCIAL ACTIVITIES IN RESERVE 22521 – GREENHEAD LEEMAN COASTLINE .....	7
11.1.2	SEQUICENETARY OF LOCAL GOVERNMENT .....	12
11.1.3	AGED HOME RENTAL RELIEF – MRS JANET JACK.....	14
11.1.4	CWA INTEREST IN THE OLD CO-OP BUILDING .....	16
11.1.5	MORPHETT PARK GAZEBO .....	18
11.1.6	REVIEW OF POLICY 3.1.1 – SERVICE PROVISIONS ACROSS THE SHIRE .....	20
11.2	MANAGER OF WORKS AND SERVICES: .....	25
11.2.1	TENDER FOR RUBBER ROLLER 4/20 .....	25
11.2.2	TENDER FOR CAT 140 GRADER 6/20 .....	27
11.3	DEPUTY CHIEF EXECUTIVE OFFICER: .....	29
11.3.1	LIST OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 2020.....	29
11.3.2	MONTHLY STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2020 .....	31
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: .....	33
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION: .....	33
14.	MATTERS BEHIND CLOSED DOORS:.....	33
14.1	APPOINTMENT OF PERMANENT CHIEF EXECUTIVE OFFICER .....	34
15.	DATE OF NEXT MEETING: .....	34
15.1	ORDINARY MEETING OF COUNCIL.....	34
16.	CLOSURE: .....	34

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

The President, Cr Moira 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 M Henry  
Mr K Bean

Acting Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works & Services

**Leave of Absence**

**Apologies**

**Visitors**

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

Helen Cazzolli – How to stay in Green Head and have a business. Queried regarding what help can be provided about purchasing property to be able to set up a business and still remain at home – Businesses include carpentry for her son and home catering for herself. It seems not a lot available and have looked at blocks at Jurien Bay– Letter has been written to CEO – President Girando responded to Ms Cazzolli that research was to occur and a response to be provided back to Ms Cazzolli.

On-going consultation is occurring with Helen Cazzolli to assist the location of suitable premises.

Carol Wall – Green Head Golf Club – Queried a previous Tee Box Grant and an invoice that has been sent to the Green Head Golf Club for their portion of the grant. The Club would like the Shire to reduce the invoice by \$3000 as it believes that the volunteer portion was not accounted for in the original application. President Girando informed Ms Wall that the Shire would like to request their financials and informed Ms Wall that the issue will need to come back to council at the December meeting as an Agenda item for a formal decision.

Staff are researching the original details to determine the extent of Councils possible contribution

Carol Forrest - Gazebo Morphett Park – In the 2015/16 Financial year the Shire had budgeted to give the Green Head Community Association \$3000, the GHCA would like to request that this be refunded to the association from the Shire. President Girando responded that this will be researched and response to be given to the association.

Morphett Park Gazebo is an item for discussion.

**4. PUBLIC QUESTION TIME:**

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

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

That Councillors

<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:**

Roslyn Miles – Ocean Gro

Guy Sims & Jan Muller – Coorow Heritage Group

**8. CONFIRMATION OF MINUTES**

8.1 ORDINARY MEETING HELD WEDNESDAY 18 NOVEMBER 2020 HELD AT THE LEEMAN RECREATION CENTRE

**RESOLUTION:** 2020/

**Moved: Cr** **Seconded: Cr**

That the Minutes of the Ordinary Meeting held on Wednesday 18 November 2020 be confirmed as true and correct.

**CARRIED /  
Simple Majority**

**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.

Item 14.1 – Appointment of Permanent Chief Executive Officer

## 11. REPORTS:

### 11.1 ACTING CHIEF EXECUTIVE OFFICER:

11.1.1 APPLICATION TO PERFORM COMMERCIAL ACTIVITIES IN RESERVE 22521 – GREENHEAD LEEMAN COASTLINE
--

<b>Reporting Officer:</b>	Acting Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	A1660
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Confidential (under separate cover)
<b>Voting Requirements:</b>	Simple Majority

---

#### Council Role:

- Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice eg local planning applications, building licences, other permits/licences (eg under Health Act, Dog Act or local laws and other decisions that may be appealable to the State Administrative Tribunal (SAT)

#### COMMENT:

To review and consider the application submitted by Oceanic Gro for the commercial collection of seven species of seaweed and collection of wrack along the coastline located within reserve 22521 and the installation of a seaweed farm in reserve 22521.

For council to review and consider the approval of a planning assessment made to the all applicable state agencies for the purpose of either establishing a lease or a license to perform seaweed farming in reserve 22152.

#### BACKGROUND:

The applicant has requested permission from council to perform the following:

- Collection of wrack,
- Limited Collection of seaweed samples from the ocean and,
- Install offshore seaweed farm(s) along coastline of R 22521

The requested application does not make mention of specific bays located in Reserve 22521. Staff made contact and the applicant referred to appropriate bays as directed by council and state agencies.

*Reserve 22521 is vested for the purpose of parklands, recreation and camping, with a management order in favour of the Shire.*

Licenses are required from both the Department of Primary Industries and Regional Development and the Department of Biodiversity, Conservation and Attractions.

Enquiries made to the Department of Water and Environmental Regulation identified that a clearing permit is not required for the removal of dead seaweed. Please refer to the comments for further clarification.

Permission from the relevant land manager/s (e.g. local government authority) is required for the applicant to progress.

If approval is granted conditions in accordance with adopted local laws, policies and adopted governing documentation are required to be include.

There are no marine reserves located in reserve 22521.

As the reserve is crown land, any proposal will require native title clearance, an aboriginal heritage assessment and a declared rare flora assessment.

**COMMENT:**

If Council wished to exercise a commercial lease, Ministerial permission would need to be sort from the Department of Planning, Lands and Heritage.

Commercial leases over two years also require council to follow provisions of Section 3.58 Disposing of Property, of the Local Government Act 1995.

Council also may need to refer to Sections 189 and 190 of the Land Administration Act 1997. Depending upon the value of the disposition, the Council may need to comply with Section 3.59 Commercial Enterprises by Local Government which includes land transactions.

The other option to investigate, is to seek Ministerial permissions to establish a license to allow the installation of the seaweed farms at approved bays in reserve 22512.

Staff contacted the Department of Planning, Lands and Heritage. The advice sort indicated that a planning assessment be submitted to the relevant State agencies for the purpose of establishing a lease or license.

Other requirements of the applicant are listed below.

*Department of Primary Industries and Regional Development*

Non-freehold, Crownland or Coastal Water Applications

If the proposed site for the seaweed operation is in Coastal waters, applicants are required to provide the following:

- a Management and Environmental Monitoring Plan (MEMP)
- an additional information sheet (including a business plan, financial information, etc.) and
- a completed marking and lighting form that will be assessed by the DPIRD and the Department of Transport.



The applicant is also required to have tenure over the proposed land or waters where the aquaculture activity will be conducted. If the site is in Coastal Waters, the applicant will need to apply for a lease from the Minister for Fisheries.

The licensing process involves an internal and external consultation process of 28 days during which time stakeholders, relevant government agencies, industry and community groups can provide their comments on the application.

If the decision-maker is satisfied and decides to grant the licence, the decision to grant will be advertised for a statutory 28 days, during which time affected persons have the opportunity to make an application for review to the State Administrative Tribunal.

If no appeals have been made during this period, the licence can be issued. Overall processing time of aquaculture applications is around 3-5 months.

The applicant will also need to apply for an exemption to collect broodstock, this will allow the collection of small quantities of seaweed for aquaculture purposes. The commercial harvest of seaweed is not generally supported by the Department due to its importance to marine ecosystems.

#### *Department of Water and Environmental Regulation*

Dead seaweed washed up on the beach is dead aquatic vegetation, and therefore is native vegetation as defined in ss3(1) & 51A the *Environmental Protection Act 1986*. However, the taking of this dead seaweed does not constitute "clearing" as defined in s51A of the *EP Act*.

The taking of seaweed:

is not the killing or destruction of, the severing/ringbarking of, or the doing of substantial damage to, native vegetation; and is not the removal from an area of native vegetation, because the dead seaweed has already been displaced from its original location.

Accordingly, the taking of dead seaweed from the beach does not require a clearing permit under the EP Act.

#### *Department of Biodiversity, Conservation and Attractions*

A Reg 60 application form is to be submitted in order to be assessed for approval of a commercial license. As the Shire is the land manager the applicant must seek your written permission and any conditions you give them. The licence, when issued states that they must abide by the local government conditions.

Council does not have any adopted policies in relation to this application. Staff recommend this is rectified.

Staff recommend that the applicant is to provide copies of all required documentation as set out by the applicable departments prior to operations commencing

The application details the following species to be collected

- *Betaphycus speciosum*, Jelly Weed
- *Ecklonia radiata*, Common Kelp
- *Sargassum*, Gulf Weed
- *Asparagopsis taxiformis*, Red Algae
- *Ulva*, Sea Lettuce
- *Caulerpa*, Sea Grapes
- *Endarachne binghamiae* – *Petalonia*, Habonari

The requested rate of collection in 100 specimens per species on an annual basis.

**STAKEHOLDER ENGAGEMENT:**

Department of Planning, Lands and Cultural Heritage  
Department of Biodiversity, Conservation and Attractions  
Department of Primary Industries and Regional Development  
Department of Water and Environmental Regulation  
Acting Chief Executive Officer  
Environmental Health Officer

**FINANCIAL / RESOURCE IMPLICATIONS:**

Nil

**STATUTORY ENVIRONMENT:**

Local Government Act 1995  
Environmental Protection Act 1986.  
Land Administration Act 1997.

**POLICY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RISK IMPLICATION:**

There are no known risks with this recommendation.

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

**Council provides conditional approval of collection of wrack along the coastline located in reserve 22152 for commercial purposes on the basis the applicant seeks and is awarded all required departmental licenses and copies are provided to Council for record prior to operations commencing.**

**and**

**Council provides conditional approval of collection of the following species**

- **Betaphycus speciosum, Jelly Weed**
- **Ecklonia radiata, common Kelp**
- **Sargassum, Gulf Weed**
- **Asparagopsis taxiformis, Red Algae**
- **Ulva, Sea Lettuce**
- **Caulerpa, Sea Grapes**
- **Endarachne binghamiae – petalonia, Habonari**

**at a rate of 100 specimen per species on an annual basis in reserve 22152 on the basis the applicant seeks and is awarded all required departmental licenses and copies are provided to Council for record prior to operations commencing**

**and**

**Council approves the submission of a planning assessment to the; Department of Planning, Lands and Cultural Heritage, Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, and the Department of Water and Environmental Regulation, for their assessment and review of the application for the purpose of establishing a lease or license.**

**CARRIED /  
*Simple Majority***

## 11.1.2 SEQUICENETARY OF LOCAL GOVERNMENT

<b>Reporting Officer:</b>	Acting Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	ADM0425
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority

---

### 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.
------------------	---

### REPORT PURPOSE:

That Council consider attendance of a Gala Dinner to celebrate 150 years of Local Government.

### BACKGROUND:

WALGA advises that a "Gala Dinner" is to be held to celebrate 150 years of Local Government in WA at the Crown Perth on Saturday 20 February 2021.

The cost of the tickets will be determined "in coming weeks".

### COMMENT:

The current budget provides \$10,000 for Members training and development which is largely unspent due to cancellation of the LG Week.

### STAKEHOLDER ENGAGEMENT:

Shire of Coorow Councillors & Staff

### FINANCIAL / RESOURCE IMPLICATIONS:

2020/2021 Budget

### STATUTORY ENVIRONMENT:

Nil

### POLICY IMPLICATIONS:

Policy 1.1.4 – Members Attendance at Conferences, Seminars, Training and induction Courses

### STRATEGIC IMPLICATIONS:

Nil

### PUBLIC CONSULTATION:

Nil

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

***RESOLUTION:***

***2020/***

***Moved: Cr***

***Seconded: Cr***

**Council determination on attendance at the Sesquicentenary Gala Dinner.**

**CARRIED /  
Simple Majority**

### 11.1.3 AGED HOME RENTAL RELIEF – MRS JANET JACK

<b>Reporting Officer:</b>	Acting Chief Executive Officer
<b>Responsible Executive:</b>	Acting Chief Executive Officer
<b>File Reference:</b>	A1566
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority

---

#### 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.
------------------	---

#### REPORT PURPOSE:

**That Council consider rental relief for Mrs J Jack's aged unit.**

#### BACKGROUND:

Mrs Jack occupies the front unit at the Commercial St complex and has experienced prolonged health issues in recent times.

She has spent significant time away from her home in hospital and has requested Councils support for a refund of rent paid.

Alternatively, Council may consider a suspension of rental obligations until Mrs Jack is well enough to return home.

#### COMMENT:

It has been reported that Mrs Jack has spent only a month or two at home over the past 12 months.

#### STAKEHOLDER ENGAGEMENT:

Shire of Coorow  
Mrs J Jack

#### FINANCIAL / RESOURCE IMPLICATIONS:

Nil

#### STATUTORY ENVIRONMENT:

Nil

#### POLICY IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

Nil

**PUBLIC CONSULTATION:**

Nil

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

***RESOLUTION:***

***2020/***

***Moved: Cr***

***Seconded: Cr***

***That Council consider a refund for rent paid or alternatively suspend rental obligations.***

**CARRIED /  
Simple Majority**

#### 11.1.4 CWA INTEREST IN THE OLD CO-OP BUILDING

**Reporting Officer:** Acting Chief Executive Officer  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Voting Requirements:** Simple Majority

---

#### **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:**

**To consider approval of an Op Shop in the Co-op building.**

#### **BACKGROUND:**

A letter requesting approval for the establishment of an “Op Shop” in the Co-op building has been received from the Coorow Waddy CWA.

It is proposed to operate one or two days a week on a roster basis with members being covered for public liability through CWA headquarters.

#### **COMMENT:**

The proposal includes a request for the installation of ceiling fans and water, with an undertaking that all funds raised would go back to the community.

Staff continue to seek grant funding opportunities to enable a refurbishment of the building to proceed.

Council does not have an adopted plan for the future use of the building but it is widely known that the Coorow Heritage Group have a significant interest in the building.

#### **STAKEHOLDER ENGAGEMENT:**

Shire of Coorow Councillors & Staff  
Coorow Heritage Group  
Coorow Waddy CWA

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

Nil

#### **STATUTORY ENVIRONMENT:**

Nil

#### **POLICY IMPLICATIONS:**

Nil



**STRATEGIC IMPLICATIONS:**

Nil

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

***That Council approve the request for the establishment of an Op-Shop in the old Co-op building.***

**CARRIED /  
Simple Majority**

### 11.1.5 MORPHETT PARK GAZEBO

**Reporting Officer:** Acting Chief Executive Officer  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** A1660  
**Disclosure of Interest:** Nil  
**Attachments:**  
**Voting Requirements:** Absolute Majority

---

#### Council Role:

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

#### COMMENT:

**That Council contribute towards the construction of a gazebo at Morphett Park.**

#### BACKGROUND:

The Green Head Community Association is requesting a Council contribution of \$3000 towards the construction of a Gazebo in Morphett Park.

Council made a budgetary allocation of this amount in 2016/2017 to recognise the 50<sup>th</sup> anniversary celebrations.

Our records do not show that this amount was ever paid from the budgeted allocation.

#### COMMENT:

A Gazebo was constructed in 2016 but was so poorly built that it had to be demolished and another constructed in its place.

The Green Head Community Association paid for the construction of the second structure.

Council did contribute \$3000 towards the Leeman celebrations and the Green Head group are seeking the same.

#### STAKEHOLDER ENGAGEMENT:

Shire of Coorow Councillors & Staff  
Green Head Community Association

#### FINANCIAL / RESOURCE IMPLICATIONS:

Out of budget expenditure of \$3000

#### STATUTORY ENVIRONMENT:

Nil

**POLICY IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RISK IMPLICATION:**

There are no known risks with this recommendation.

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

***That Council consider an out of Budget Expenditure of \$3000 to the Green Head Community Association for the Morphett Park gazebo.***

**CARRIED /  
Absolute Majority**

#### 11.1.6 REVIEW OF POLICY 3.1.1 – SERVICE PROVISIONS ACROSS THE SHIRE

**Reporting Officer:** Deputy Chief Executive Officer  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** ADM0437 Corporate Management, Policy Manual  
**Disclosure of Interest:** Nil  
**Attachments:** Policy 3.1.1  
**Voting Requirements:** Absolute Majority

---

#### Council Role:

**Legislative** Includes adopting local laws, local planning schemes and policies.

#### BACKGROUND:

The Shire President has requested Councils consideration to a change to Policy 3.1.1 – Administration Operations.

Clauses (a) and (b) requires the CEO to reside in Leeman and the Deputy CEO to reside in Coorow respectively.

#### COMMENT:

A rescission motion is required to change this policy, and therefore, an absolute majority is required.

#### STAKEHOLDER ENGAGEMENT:

Shire of Coorow Councillors & Staff

#### FINANCIAL / RESOURCE IMPLICATIONS:

Nil

#### STATUTORY ENVIRONMENT:

Nil

#### POLICY IMPLICATIONS:

3.1.1 Service Provision across the Shire

#### STRATEGIC IMPLICATIONS:

Nil

#### PUBLIC CONSULTATION:

Nil

#### RISK IMPLICATION:

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

That Council, by absolute majority, resolve to change Policy 3.1.1(a) to reflect that the CEO resides and works from Coorow and that (b) be altered to reflect that the Deputy CEO resides and works from Leeman.

**CARRIED /  
Absolute Majority**

## **DRAFT POLICY – SERVICE PROVISION ACROSS THE SHIRE**

Sub Section: Administration - Operations

Policy Number: 3.1.1

**Policy Subject: Service Provision across the Shire**

Policy Statement: To ensure that the community and staff are aware of the level of service provision that Council deems suitable to ensure the continued support and development of all townsites/locations in the Shire. It is to also provide guidance for the ongoing locations of different directorates within the Shire.

Objectives: Council strongly supports the concept that there are defined levels of service provision that will alleviate community concerns about reduction or removal of existing services. Council is committed to ensuring that levels of service provision are maintained and located across the Shire to provide the best outcomes for the community.

Council considers that there should be a fair and equitable division of services across the entire Shire.

Definitions: Service provision is defined as the services provided to ratepayers/residents by the Shire and other operating functions includes (but is not limited to):

- Library
- Department of Transport (Licencing)
- Lodgement of Applications
- Receipting
- General Queries
- Caravan Park
- Swimming Pool
- Payroll
- Rates
- Creditors
- Debtors
- General Finance (Budget, Reporting, etc)
- Record Keeping and Storage
- Computing Requirements (Server)
- Council Support
- Executive Support
- Environmental Health Services
- Building Services
- Property Management
- Ranger Services
- Cleaning Services
- Roads, Footpaths,
- Parks, Gardens and Ovals
- Mechanical Services

Guidelines:

Council recognises that the operational functions of the Shire are the responsibility of the Chief Executive Officer and have provided these guidelines to document the preferences of Council and the community.

It is recognised that there are geographical challenges in the Shire, mainly due to the distance between the eastern and western boundaries. To ensure that services are provided in the best locations to provide the fairest levels of service the following is proposed.

- a) The Chief Executive Officer (CEO) will be domiciled (if required) and work from the ~~Leeman~~ Coorow Administration Centre.
- b) The Deputy Chief Executive Officer (DCEO) will be domiciled (if required) and work from the ~~Coorow~~ Leeman Administration Centre.
- c) The Manager Works & Services (MWS) will be domiciled (if required) and work from the Coorow Administration Centre.
- d) The following services should be provided from the Leeman Administration Centre:
  - Library
  - Department of Transport (Licencing)
  - Lodgement of Applications
  - Receipting
  - General Queries
  - Council Support
  - Executive Support
  - Environmental Health Services
  - Building Services
  - Property Management
  - Property Record Storage
  - Ranger Services
  - Cleaning Services
  - Parks, Gardens and Ovals
- e) The following services should be provided from the Coorow Administration Centre:
  - Library
  - Department of Transport (Licencing)
  - Lodgement of Applications
  - Receipting
  - General Queries
  - Caravan Park
  - Swimming Pool
  - Payroll
  - Rates
  - Creditors
  - Debtors

- General Finance (Budget, Reporting, etc)
- Record Keeping and Storage
- Computing Requirements (Server)
- Roads, Footpaths
- Parks, Gardens and Ovals
- Mechanical Services

g) To ensure that all communities have access to management staff, the CEO should work from the Coorow Administration Centre at least one day per week and the DCEO and MWS should work from the Leeman Administration Centre at least one day per week. These days should be advertised for the benefit of the community.

First Adopted: 10 February 2016, 2016-002

Last Review: 16 August 2017, 2017-108 , 18 July 2018, 2018-081, 9 December 2020, 2020-



## 11.2 MANAGER OF WORKS AND SERVICES:

### 11.2.1 TENDER FOR RUBBER ROLLER 4/20

**Reporting Officer:** Manager Works & Services  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** ADM0566 – Tenders  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Voting Requirements:** Absolute Majority

#### 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 consider the tender applications received for the supply of Rubber Roller and Trade in of Bomag BW25RH.**

#### BACKGROUND:

The tender for supply of one Rubber Roller and trade was called for, in accordance with the 2020/21 Budget. The Rubber Roller was purchased in 2010 and is on the shire plant replacement program to be replaced after 10 years.

#### COMMENT:

We received three tenders for the supply of one Rubber Roller and trade in, and seven for outright purchase of the rubber roller only. The Shire has a Bomag rubber roller and the parts from the old roller fit the new one. The new Bomag roller has high levels of visibility. The frame is design to give the operator access to see the tyres of the roller from inside the cab.

Company Details	Model	New Roller Price	Trade in	Total Ex GST
Smith Broughton & Sons			\$27,272.72	\$27,272.72
WA Machinery Brokers			\$20,000.00	\$20,000.00
Allused PL			\$41,500.00	\$41,500.00
Pickles Auctions			\$31,818.18	\$31,818.18
MayDay Services			\$40,000.00	\$40,000.00
Connectra Building &			\$500.00	\$500.00

Developments				
Manheins Australia			\$35,909.09	\$35,909.09
Westrac Cat	Cat CW34	\$164,870.00	\$35,000.00	\$129,870.00
Tutt Bryant Equipment PTY LTD	Bomag BW28 RH	\$173,500.00	\$40,000.00	\$133,500.00
McIntosh & Son	Liugong	\$113,040.00	\$50,000.00	\$63,040.00

**STAKEHOLDER ENGAGEMENT:**

WALGA Procurement Staff

**FINANCIAL / RESOURCE IMPLICATIONS:**

The 2020/21 Budget contains \$205,500 for New roller and \$40,000 for trade in ex GST

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

**POLICY IMPLICATIONS:**

3.6.2 Purchase of Goods & Services

**STRATEGIC IMPLICATIONS:**

Nil

**PUBLIC CONSULTATION:**

Nil

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:**

**2020/**

**Moved: Cr**

**Seconded: Cr**

**That:**

1. The tender from Tutt Bryant Equipment PTY LTD for the supply of one Bomag BW28RH Roller (\$133,500 ex GST) be accepted;
2. Trading price of Bomag BW25RH (35,000 ex GST) be accepted;

**CARRIED /  
Absolute Majority**

## 11.2.2 TENDER FOR CAT 140 GRADER 6/20

**Reporting Officer:** Manager Works & Services  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** ADM0566 – Tender  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Voting Requirements:** Absolute Majority

### 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 consider the tender applications received for the supply of Grader and Trade in of Cat 120M Grader CW007.

### BACKGROUND:

The tender for supply of one Grader and trade was called for, in accordance with the 2020/21 Budget. The Grader was purchased in 2009 and is on the shire plant replacement program to be replaced.

### COMMENT:

We received three tenders for the supply of one grader and trade in, and seven for outright purchase of the grader only. As MayDay Services have outright purchase price of \$115,000 Excl Gst and Westrac have Trade price of \$105,000 Excl Gst.

Company Details	Model	New Price GST	Roller Ex	Trade in	Total Ex GST
Smith Broughton & Sons				\$68,181.81	\$68,181.81
WA Machinery Brokers				\$70,000.00	\$70,000.00
Allused PL				\$54,000.00	\$54,000.00
Pickles Auctions				\$86,363.64	\$86,363.64
MayDay Services				\$115,000.00	\$115,000.00
Connectra Building & Developments				\$500.00	\$500.00

Manheins Australia			\$72,727.27	\$72,727.27
WESTRAC	140	\$347,400.00	\$105,000.00	\$242,400.00
AFGRI	JOHN DEERE 620GP	\$360,000.00	\$95,000.00	\$265,000.00
KOMAT'SU	GD 555-5	\$331,000.00	\$0.00	\$331000.00,

**STAKEHOLDER ENGAGEMENT:**

WALGA Procurement Staff

**FINANCIAL / RESOURCE IMPLICATIONS:**

The 2020/21 Budget contains \$340,000 for New grader and \$80,000 for trade in ex GST

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

**POLICY IMPLICATIONS:**

Policy 3.6.2 Purchases of Goods & Services

**STRATEGIC IMPLICATIONS:**

Nil

**PUBLIC CONSULTATION:**

Nil

**RISK IMPLICATION:**

Nil

**OFFICER RECOMMENDATION:**

**RESOLUTION:** 2020/

**Moved: Cr**

**Seconded: Cr**

**That:**

1. The tender from Westrac for the supply of one Cat 140 Grader (\$242.400 ex GST) be accepted;
2. Tender price of MayDay Services for Cat 120M Grader (115,000.00ex GST) be accepted

**CARRIED /  
Absolute Majority**

## 11.3 DEPUTY CHIEF EXECUTIVE OFFICER:

### 11.3.1 LIST OF ACCOUNTS PAID FOR THE MONTH OF NOVEMBER 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

---

#### Council Role

<b>■ Review</b>	When Council reviews decisions made by officers.
-----------------	--

#### 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 18 November 2020 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 November 2020 as presented be accepted, including		
<b><u>MUNICIPAL FUND</u></b>		
Cheques	20417 - 20426	\$ 4,963.96
Payroll DD's	01/11/2020 – 30/11/2020	\$ 130,849.80
EFTS	15733 - 15866	\$ 781,447.40
Direct Debits	01/11/2020 – 30/11/2020	\$ 27,547.70
<b>TOTALLING</b>		<b>\$ 944,808.86</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 /</b>
		<b>Simple Majority</b>

## 11.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2020

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

---

### **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 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 30 November 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 30 November 2020 be accepted.**

**CARRIED /  
Simple Majority**



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:**

PROCEDURAL RESOLUTION: 2020/

Moved: Cr

Seconded: Cr

That Council goes behind closed doors for item 14.1

CARRIED /  
Simple Majority

#### 14.1 APPOINTMENT OF PERMANENT CHIEF EXECUTIVE OFFICER

**Reporting Officer:** Acting Chief Executive Officer  
**Responsible Executive:** Acting Chief Executive Officer  
**File Reference:** ADM0061 – Recruitment - Applications  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Voting Requirements:** Absolute Majority

---

#### 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:

To endorse the appointment of a permanent Chief Executive Officer.

**PROCEDURAL RESOLUTION:** 2020/

**Moved: Cr** **Seconded: Cr**

That Council comes from behind closed doors for item 14.1.

**CARRIED /  
Absolute Majority**

#### 15. DATE OF NEXT MEETING:

##### 15.1 ORDINARY MEETING OF COUNCIL

#### **Audit Committee Meeting**

Next meeting of the Shire of Coorow Audit Committee to be confirmed.

#### **Ordinary Meeting**

Next meeting of Council will be held on Wednesday 17 February 2021 from 5.00 pm. (Coorow)

#### 16. CLOSURE:

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